



REQUEST FOR QUALIFICATIONS

PARCS PROCUREMENT CONSULTANT SERVICES

SUBMITTALS DUE: September 21, 2023 by 3 P.M. local time

August 28, 2023

Dear Respondent:

Capital City Development Corporation (CCDC) seeks a consultant to assist with the procurement and installation of a new off-street Parking Access and Revenue Control System (PARCS). The consultant will work seamlessly with CCDC to develop a fair and comprehensive bid process that will successfully result in an appropriate, modern, cost-effective and functional PARCS technology for the Agency's six parking structures in downtown Boise. CCDC is not seeking proposals from vendors of PARCS equipment at this time.

Qualifications submittals must be delivered electronically prior to **3:00 p.m. local time, September 21, 2023** to kwanner@ccdcboise.com. Submittals will be evaluated on the basis of qualifications as specified in this Request for Qualifications (RFQ). A selection committee will evaluate the submittals on the bases specified in this RFQ and may interview the top ranked companies.

CCDC reserves the right to reject any and all submittals, to waive any irregularities in the submittals received, and to accept the submittal that is in the best interest of CCDC and the public. The issuance of this RFQ and the receipt and evaluation of submittals does not obligate CCDC to award a contract. CCDC will pay no submission-related expenses incurred by Respondents. CCDC may cancel this process at any time prior to execution of a contract without liability.

A Pre-Submittal Meeting will be held on ZOOM on September 7, 2023, at 10:00 a.m. local time. Attendance is strongly recommended but not required. Information about the Pre-Submittal Meeting is provided on page 7 of this document.

CCDC appreciates your interest in meeting the needs of the agency and the citizens of Boise.



Kathy Wanner
CCDC Contracts Manager



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208-384-4264 WWW.CCDCBOISE.COM

Request for Qualifications

PARCS Procurement Consultant Services

Background

CCDC is part or full owner of six (6) parking structures in downtown Boise and operates the [ParkBOI public parking system](#) within these facilities. The system includes 3,154 vehicle stalls, 10 entry lanes, 12 exit lanes (1 reversible lane), and 12 pay-on-foot (POF) stations with 5 of those accepting credit card only that serve a variety of customers including monthly contract, transient, hotel, and special event parkers. All six garages operate 24 hours a day, 7 seven days a week. Five garages operate with Scheidt & Bachmann Parking Access and Revenue Control System (PARCS) equipment that was initially installed in 2014, and one garage (11th & Front) operates with Amano-McGann PARCS equipment that was installed with the garage's construction in early 2018. Although the current PARCS system continues to operate, the S&B components are nearing 10 years in service and reliability of the system is anticipated to degrade. Procurement of a new PARCS system is necessary to avoid performance issues associated with that reduction in reliability, as well as to take advantage of new functionality offered by recent advances in PARCS technology.

Garage Name	Address	Vehicle Capacity (Stalls)	Entry/Exit Lanes	Year Built
9 th & Front	312 S. 9 th St	574	3*	1998
9 th & Main	848 W. Main St	384	3	1990
10 th & Front	230 S. 10 th St	536	3	1978
11 th & Front**	1101 W. Front St	827	6	2018
Capitol & Main	770 W. Main St	493	3	1989
Capitol & Myrtle	445 S. Capitol Blvd	340	4	2006

*Includes 1 reversible lane

**CCDC is part owner of this facility

Project Objectives

The purpose of this project is to assist CCDC with procurement and implementation of a complete off-street PARCS for the ParkBOI public parking system.

CCDC envisions implementation of a new PARCS which:

- Makes use of state-of-the-art technology.
- Provides a high level of system reliability, minimizing down-time for maintenance/repairs and system malfunction. Minor repairs can be addressed by the parking operator (with proper training) and parts are readily available.
- Accepts multiple forms of payment, including digital wallets, cash and credit card.
- Eliminates the need for physical paper tickets and receipts.
- Eliminates the need for physical access cards.
- Is easy for end users to understand and navigate, regardless of familiarity with ParkBOI facilities.
- Processes entry/exits efficiently and consistently.

- Provides continuous and robust garage use and revenue data to CCDC and its operator in an easy-to-use format (i.e. dashboard).
- Is expandable to future ParkBOI garage locations.

CCDC is seeking responses from qualified firms (or teams) to perform consultant services necessary for procurement and installation of the new PARCS, including—but not limited to—inventory of existing facilities, evaluating technology alternatives, leading an advisory committee, developing equipment specifications, developing equipment bid documents, assisting in evaluating PARCS vendor proposals, assisting with installation, testing and final acceptance of the new PARCS.

CCDC is not seeking vendors of PARCS equipment to respond to this RFQ.

Project Budget

The Agency has programmed \$100,000 for consultant services associated with this RFQ. This excludes budget necessary for procurement and installation of actual PARCS.

Contemplated Work

The following list summarizes the preliminary consultant scope of work. A detailed scope of work will be negotiated with the selected consultant.

Task 1: Project Management

Perform project management tasks throughout all subsequent tasks of the PARCS replacement process, including (but not limited to):

- Develop and manage project schedule in consultation with agency staff.
- Manage project team and stakeholder meetings, including scheduling meetings (with support of agency administrative staff, as necessary), and development of meeting agendas in consultation with agency staff.
- Maintain a comprehensive record of the project, including meeting notes, relevant correspondence, and documentation of decisions made.

Task 2: Existing ParkBOI Facility Analysis

Perform a thorough review of the operation and use characteristics of all six (6) of the ParkBOI parking facilities through operator interviews, onsite observation, and as-built drawings.

Develop a profile of each facility considering pedestrian access and flow, use patterns, and facility operation.

Develop a report documenting the results of the Facility Analysis which will identify the following items:

- List and general description of current PARCS equipment
- Shortcomings of current PARCS equipment
- Shortcomings of the existing facilities and infrastructure, such as internet connectivity, sight lines, physical geometries, lighting, and other characteristics that may impede optimal functionality of a new PARCS system

Task 3: PARCS Technology Research and Assessment

Perform a thorough review of PARCS technologies currently available on the market and in-use in other areas of the United States. Prepare a memo summarizing capabilities of currently available and deployed technologies as well as technologies anticipated to be commercially

available in the near-term with an anticipated timeline. Provide qualitative and/or quantitative assessment of the performance of the technologies and their suitability within the ParkBOI system, including an assessment of ancillary facility improvements needed to accommodate each PARCS technology (i.e. internet, wifi, security upgrades, electrical upgrades, structural modifications)

Task 4: Proposed PARCS System Evaluation and Equipment Specifications

Establish and lead a PARCS Advisory Committee composed of agency personnel; the current parking operator for the ParkBOI system; local stakeholders, including Downtown Boise Association (DBA) and downtown business/property owners; representatives from the ADA community; and other parking industry experts to provide guidance to the consultant on desired PARCS functionality and implementation strategies. Advisory Committee shall assist the consultant in determining:

- Common user pain points of the current PARCS system
- Desired operational characteristics of proposed PARCS
- Desired PARCS rollout communications plan

Prepare a report identifying the recommended equipment, including:

- List and general description of recommended PARCS equipment
- Table for each facility depicting the proposed location (i.e. lane number) of system devices.
- Estimated costs to retrofit each facility with new PARCS equipment
- Estimated long-term ownership costs for new PARCS under different ownership models (i.e. own vs. lease vs. hardware-as-a-service)
- List of recommended options and estimated costs (i.e., reservations/prepay, Parking Guidance System, etc.)
- Full hardware and software specifications for facilities PARCS which represent the latest proven technology, including required vendor warranties and required long-term vendor maintenance programs.

Although the ultimate PARCS functionality will be determined through this project, some desired features include:

- Automated pay-on-entry with the ability for multiple events and multiple rate structures concurrently
- Shared accounts for carpooling with the ability to charge for overages.
- Off-line capabilities
- Redundancy in case of system failures and the capture of transactional data
- Enterprise reporting capabilities and the ability to combine multiple facilities into a single report.
- System must feature fully automated, unattended operation with hotel parking management and special event parking capabilities.
- License Plate Recognition (LPR), Pay-On-Foot (POF) and exit pay solutions, parking reservations, electronic customer validation options, etc., as well an open Application Programming Interface (API) capability for wayfinding, real-time occupancy reporting, data collection/sharing, and on-street programs.

Task 5: Request for Proposals

CCDC will lead the public procurement process for a PARCS vendor. Consultant shall assist CCDC in developing a PARCS Request for Proposal (RFP) which incorporates principles of consistency, cost effectiveness, expansion capability, PARCS specifications defined under Task 4, as well as vendor experience and qualifications.

Lead a pre-proposal meeting with assistance by CCDC staff and Operator. Review proposer questions, provide answers, and assist with addenda, as needed.

With CCDC assistance, establish a proposal evaluation committee. Perform technical review of proposals and coordinate review of vendor proposals by evaluation committee, schedule and lead vendor interviews and assist CCDC with implementation of a contract with the selected vendor.

Task 6: PARCS Implementation

In conjunction with the selected vendor, provide turn-key implementation services for full PARCS replacement, including:

- Assist CCDC in preparing and negotiating contract between the PARCS provider and CCDC
- Conduct project kick-off meeting with selected vendor and other stakeholders, conduct regular onsite visits and project close-out meetings, as necessary.
- Conduct weekly project status meetings with vendor, operator and CCDC staff.
- Submit bi-weekly project status reports.
- Coordinate communication regarding schedule, deliverables, and scope of work among stakeholders to ensure minimal disruption to operations and customer inconvenience.
- Ensure vendor compliance with all City and State permit/licensing requirements.
- Ensure that vendor deliverables are met, from initial project start to sign-off.
- Conduct onsite testing/validation of system (acceptance testing) and punch walk of each facility system when completed to confirm proper operation and configuration.
- Coordinate Operation & Maintenance (O&M) strategies between vendor and the Operator. Review all vendor-supplied O&M manuals to ensure procedures are clearly defined.

Develop and execute a PARCS roll-out communications plan in conjunction with CCDC's Communications Manager and the Operator. Plan shall be designed to provide concise, regular and timely information to current garage users and the general public about the new PARCS, including:

- Rationale for new PARCS
- Implementation timeline
- Garage impacts during implementation
- New user guidance
- FAQs
- Key Wins/Opportunities Talking Points

Schedule

Work by consultant is expected to begin immediately upon successful fee proposal negotiation and execution of a professional services agreement. The expected timeline is October/November 2023 in anticipation of PARCS procurement and installation in 2024.

Pre-Submittal Conference

A pre-submittal conference will be held via **ZOOM** at 10:00am local time on **September 7, 2023**. Attendance is strongly encouraged.

<https://ccdcb Boise.zoom.us/j/84974895402?pwd=cWVnSGxvdkYrREYvS0pMYUIrOHh3QT09>

Meeting ID: 849 7489 5402

Passcode: 410686

One tap mobile

+12532050468,,84974895402#,,, *410686# US

+12532158782,,84974895402#,,, *410686# US (Tacoma)

Request for Clarification or Questions

Any Respondent who wishes to request clarification or ask a question related to the RFQ may submit a written notification to: Kathy Wanner, Contracts Manager at kwanner@ccdcb Boise.com. The request must be received in writing prior to 5:00 pm local time September 12, 2023.

Addenda

In the event it becomes necessary to revise any part of this RFQ, addenda will be issued. It is the Respondent's responsibility to check for addenda prior to submitting their Statement of Qualifications (SOQ). Failure to do so may result in the SOQ being declared non-responsive. Respondent shall indicate within their cover letter acknowledgement of any addenda which they have incorporated into their submittal.

Required Content

To be considered responsive to this RFQ and to facilitate evaluations, the SOQ shall be organized per the outline given below. SOQs cannot exceed twelve (12) pages in length, excluding any front or back cover pages and team member resumes. A minimum font size of 11 shall be used. The SOQ must include the following information in a clear and concise manner, as it will be used to determine the best qualified team for this project.

A. Cover Letter {5 pts}

Provide a signed cover letter with introductory information. This letter should reference the RFQ by name, provide a concise summary of the Respondent's organization by firm and responsibility, identify the key individual who will be the Project Manager (including their phone number, physical address and email address) for this project and his/her relevant experience, and generally introduce CCDC to the capabilities of the firm. Acknowledge any addenda issued for the RFQ.

B. Firm Profile {15 pts}

Provide a summary of the Respondent's organization and its capabilities. Describe the organization's history, size, resources, and philosophy of service. Describe how the organization's particular expertise, experience, techniques, and culture can be an advantage to CCDC in completing the project. Disclose any relationships with PARCS vendors, including the receipt of a commission or consulting contracts in the past five years.

C. Project Team {20 pts}

Provide basic information about the composition of the project team. Identify via organizational chart each firm and/or individual who will be responsible for each of the following disciplines and include a brief description of their experience on similar projects:

- Project management
- Existing facility evaluation
- PARCS technology evaluation and equipment specifications for RFP
- Evaluation of vendor RFPs from PARCS vendors
- PARCS implementation assistance and system testing

Highlight the competitive advantages that the team offers which make it the best partner for the specifics of this project. Resumes shall be included in an appendix for all key personnel listed on the organizational chart.

D. Relevant Experience {30 pts}

Describe projects (completed or in progress) that represent relevant experience. Include a client reference, including contact information, for each.

Projects should showcase expertise in evaluating existing PARCS, evaluating various PARCS technologies (i.e. multiple vendors), and selection and installation of new PARCS equipment to optimize reliability, functionality, and cost-effectiveness, as well as examples of how existing deficiencies or impediments to new PARCS equipment were mitigated or otherwise overcome. Experience with public parking systems that serve a variety of customers (contract, transient, hotel, special event, and others) and experience with evaluation and installation of multiple brands/types of PARCS is preferable.

E. Project Approach {30 pts}

Describe how your team will accomplish the complete Scope of Work relative to the available budget. Provide a graphical schedule depicting the proposed timeline for completion of the project tasks within the desired timeline. Identify any obstacles you see in the execution of the scope of work and propose ways to mitigate. Illustrate that your team understands what it takes to procure and implement a PARCS system.

F. Appendix

Resumes: Provide resumes of key personnel listed on the organizational chart. Resumes shall not exceed 2 pages per person.

Evaluation of SOQs

SOQs will be evaluated based on review of the Respondent's submittal and qualifications by a selection committee that may include CCDC employees and consultants. Before a company is selected, CCDC may conduct reference investigations or contact Respondents to receive further information. CCDC may interview one or more of the top ranked companies to evaluate and determine the performance record and ability of the Respondents to perform the work anticipated and to determine the quality of the services being offered. By submitting a SOQ, the Respondent authorizes CCDC to conduct reference investigations as needed and to conduct interviews where the Respondents will be evaluated based on the information described in this RFQ.

Contract Form

The successful Respondent will provide CCDC with professional services and represent CCDC's best interests within set budgets and as contracted. The form of contract will be a professional services contract with CCDC (sample contract available upon request).

General Conditions

Intent of RFQ

It is the intent of CCDC to run a qualifications-based selection process to select a company capable of providing the PARCS procurement consultant services outlined within this RFQ. The company ranked highest will be approached to negotiate the contract necessary for the services. If a contract cannot be negotiated, CCDC will then approach the next highest ranked company to negotiate the contract. CCDC will not pay costs incurred in responding to this RFQ. CCDC may in its discretion cancel this process at any time without liability.

Reserved Rights

CCDC reserves the right to act in the public best interest and in furtherance of the purposes of the Idaho Code Title 50, Chapter 20 (Idaho Urban Renewal Law) and Idaho Code Title 67, Chapter 28 (Purchasing by Political Subdivisions). CCDC reserves the right to waive any formalities or defects as to form, procedure, or content with respect to this RFQ and any irregularities in the submittals received, to request additional data and information from any and all Respondents, to reject any submissions based on real or apparent conflict of interest, to reject any submissions containing inaccurate or misleading information, and to accept the submittal or submittals that are in the best interest of CCDC and the public. The issuance of this RFQ and the receipt and evaluation of submittals does not obligate CCDC to select a company nor award a contract. CCDC may in its discretion cancel, postpone, or amend this RFQ at any time without liability.

Public Records

CCDC is a public agency. All documents in its possession are public records subject to inspection and copying under the Idaho Public Records Act, Idaho Code §§ 74-101 through 74126. The Public Records Act contains certain exemptions – including an exemption for trade secrets. Trade secrets include a formula, pattern, compilation, program, computer program, device, method, technique, or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy. Prices quoted in a proposal are not trade secrets.

If any Respondent claims any part of a proposal is exempt from disclosure under the Idaho Public Records Act, the Respondent must: 1.) Indicate by marking the pertinent document “CONFIDENTIAL”; and, 2.) Include the specific basis for the position that it be treated as exempt from disclosure. Marking the entire proposal as “Confidential” is not in accordance with Idaho Public Records Act and will not be honored.

CCDC, to the extent allowed by law and in accordance with these Instructions, will honor a nondisclosure designation. By claiming material to be exempt from disclosure under the Idaho Public Records Act, Respondent expressly agrees to defend, indemnify, and hold CCDC harmless from any claim or suit arising from CCDC’s refusal to disclose such materials pursuant to the Respondent’s designation. Any questions regarding the applicability of the Public Records Act should be addressed to your own legal counsel prior to submission.

Response Instructions

Please submit your Statement of Qualifications to kwanner@ccdcb Boise.com no later than **3:00 p.m. (local time) on September 21, 2023**. Late submissions will not be considered.