



# **City of Rancho Palos Verdes**

## **Notice Inviting Bid and Instructions to Bidders**

### **Parking Reservation/Permit Online System**

#### **Department of Recreation and Parks**

**Attention: Matt Waters, Senior Administrative Analyst  
30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275  
Phone: (310) 544-5218 | Email: mattw@rpvca.gov**

**Bid invitation Release Date:  
November 5, 2020  
Pre-submittal Conference: November 16, 2020  
RFP Submittal Deadline: November 24, 2020**

**CITY OF RANCHO PALOS VERDES INSTRUCTIONS TO BIDDERS  
Delivery and Installation of Parking Permit/Reservation Online System**

**The City of Rancho Palos Verdes is requesting qualifications and bids from qualified firms to provide the acquisition, delivery, and installation of an online parking permit/reservation system, including installation and ongoing maintenance costs, along a section of Crenshaw Boulevard and Park Place.**

**All correspondence and questions regarding this invitation for bids should be directed to:**

Matt Waters Senior Administrative Analyst  
Rancho Palos Verdes Recreation and Parks Department  
30940 Hawthorne Boulevard  
Rancho Palos Verdes, CA 90275 [mattw@rpvca.gov](mailto:mattw@rpvca.gov)

**To be considered for this project submit an electronic version of the bid to [mattw@rpvca.gov](mailto:mattw@rpvca.gov) by 4:00PM on November 24, 2020**

**City of Rancho Palos Verdes  
Department of Recreation and Parks  
30940 Hawthorne Boulevard  
Rancho Palos Verdes, CA 90275  
310-544-5218**

## TABLE OF CONTENTS

<b>I.</b>	<b>Introduction</b>	<b>Page 4</b>
<b>II.</b>	<b>Project Objective</b>	<b>Page 4</b>
<b>III.</b>	<b>Background</b>	<b>Page 4</b>
<b>IV.</b>	<b>Statement of Work</b>	<b>Page 6</b>
<b>V.</b>	<b>Project Schedule</b>	<b>Page 7</b>
<b>VI.</b>	<b>Statement of Qualifications</b>	<b>Page 8</b>
<b>VII.</b>	<b>Submission Format</b>	<b>Page 9</b>
<b>VIII.</b>	<b>Evaluations and Selection Process</b>	<b>Page 11</b>
<b>IX.</b>	<b>Price Quote</b>	<b>Page 13</b>
<b>X.</b>	<b>Site Map</b>	<b>Page 14</b>
<b>XI.</b>	<b>Attachment: Sample City Contract</b>	

## **I. INTRODUCTION**

The City of Rancho Palos Verdes is a scenic, upscale, residential coastal community, with a population of approximately 42,000, located on the Palos Verdes Peninsula of southwestern Los Angeles County. The City of Rancho Palos Verdes is a contract city, meaning that some services are provided by contract with agencies (both public and private) and some services are delivered by the City's own employees. City Government: Rancho Palos Verdes is a General Law City and has operated under the Council-Manager form of government since its incorporation in 1973. Policy-making and legislative authority are vested in the governing City Council, which consists of five Council Members, including the Mayor and Mayor Pro-Tem. The City is fiscally sound and functions on an annual budget cycle.

## **II. PROJECT OBJECTIVES**

The City of Rancho Palos Verdes is considering implementing an online parking/permit reservation system, including app-based solutions, for existing parking spaces along Crenshaw Boulevard south of Crest Road to the entrance of the Portuguese Bend Reserve at Burma Road, and existing parking spaces along Park Place.

Currently, there are 41 on-street parking spaces along Crenshaw Boulevard and 16 parking spaces along Park Place for a total of 57 spaces, not including one ADA compliant parking space on Park Place. Crenshaw Boulevard, south of Crest is currently partially red-curbed with no meters or any cost to park in legal spaces. The existing spaces on Park Place are reserved for resident parking only with a required permit. The system needs to be flexible, allowing parking by the hour, by blocks of time, e.g., 2-4 hour blocks, permit parking, and resident/non-residents, and to allow for real-time accessibility by parking enforcement personnel.

## **III BACKGROUND**

The City is seeking a multi-year contract with a qualified and highly-motivated firm that will have full responsibility for the installation and maintenance of an online parking permit/reservation system along Crenshaw Boulevard (between Crest Road and the Burma Road Trailhead) and Park Place. The contract shall be considered for award by the City Council to the lowest-responsible bidder upon recommendation of if the Director of Recreation and Parks.

The scope of work calls for the purchase and installation of an online parking permit/reservation system and for the maintenance of that system. Innovative approaches are welcome. The local community, which prides itself on a low-key semi-rural atmosphere, does not want traditional parking meters or payment stations. The ideal proposal would be low-profile and aesthetically pleasing, minimizing any visual impact to drivers or neighborhood residents. Drivers should not have their views obstructed by parking equipment such as meters.

Following award of a contract, the vendor must provide renderings of the overall system and individual units. The vendor must attend meetings with the neighborhood and make a public presentation at a City Council meeting. The vendor must submit drawings and plans to the City for approval, must submit a detailed maintenance and operation plan, must secure all applicable permits, and must obtain utility clearance from all utilities prior to any construction.

Payments shall be by credit cards (including but not limited to Visa, MasterCard, American Express and Discover), debit cards, smart cards, and cell phone.

No fiber optic is available in the area so the vendor must include the required Wi-Fi/internet coverage.

The system should have the following capabilities:

- Remote access to set rates or adjust time of operations
- Out of Order/Battery level online notification
- Parking sensors that will detect the presence of a vehicle in a parking stall
- Capability for online notification to parking enforcement of an expired space at a given stall
- Ability for users to see how many and which spaces are available online (or through an app in real-time)
- Ability for Staff and parking enforcement personnel to monitor all parking spaces online during hours of operation
- Ability to zero-out remaining time upon the departure of the parked vehicle
- Ability to allow parking by the hour or by block of time
- Ability to reserve times at no cost
- Ability to charge different rates depending on location, e.g., \$2/hr at one location and \$1/hr at a different location
- Ability to allow variable permit parking, e.g., resident/non-resident
- Ability to extend time online or through an app
- Flexibility to allow time extensions beyond the time limit at City's discretion

Concerns have been raised about visitors or residents without a smart phone being able to use an online or app-based system. The City is interested in innovative and effective solutions that address that concern.

The vendor shall be able to demonstrate the capability of the software and how revenue can be collected. The City's Information Technology and Finance Departments will be involved and must be satisfied with the capabilities of the software.

## **CUSTOMER SUPPORT/SERVICE**

Vendor must provide a point of contact for Staff and parking patrons Monday through Friday 8:00 am to 6:00 p.m., and a point of contact for after-hours, holidays, and weekends. Point of contact must be able to return phone calls within the same day.

The vendor must guarantee, for a period of five years from the date of installation, to repair or replace any part or component determined to be defective in material or workmanship at no cost to the City.

The vendor shall provide a video demonstrating how to use the parking stations to the City so that it can be added to the City web-site.

The maintenance contract shall initially be for a 5-year term, with two optional 5-year extensions. Beginning with the third year of the initial 5-year term and each year of the optional renewal term, an annual rate adjustment is proposed based on the U.S. Department of Labor September CPI rate for Los Angeles County with a maximum increase of no more than 3.5% per year. The maintenance contract shall include graffiti abatement.

#### **IV. STATEMENT OF WORK**

The successful proposer shall be required to perform the following work:

##### **Field Inventory**

The firm will conduct a field trip with Staff and become familiar with the neighborhood and existing parking spaces.

##### **Product Specifications**

The vendor needs to provide the following information:

- Type of equipment
- Capabilities
- Wi-Fi/Solar/or other alternative

##### **Project kick-off meeting:**

Vendor will attend a kick-off meeting at the City. The agenda will be prepared by City staff and will include, but not be limited to the following:

- Lines of communication between the City, firm, utility agencies and other agencies involved in the project including the local neighborhood.
- Discussion of the project requirements, scope of work, and schedule.

The vendor shall prepare and distribute meeting minutes highlighting any action items.

##### **Review existing records:**

The bid shall include time to review existing utility records and any other relevant, available records.

##### **Public Outreach/City Council Meetings:**

Vendor must attend at least one public outreach meetings to discuss renderings, and drawings and receive feedback from surrounding community. Meetings shall be a minimum of 2 hours in length, and pricing must include travel to and from meeting location, preparation time, and presentation materials.

The vendor must attend a minimum of one (1) City Council meeting where they will present a 100% construction- ready design. Bid pricing must include travel to and from meeting, preparation time, and presentation materials.

**Utility Coordination:**

Vendor will coordinate with the utility agencies throughout the design phase. If the proposed improvements interfere with existing utilities, consultant will arrange for potholing by the utility to accurately represent its location on the construction document. If required, the firm will obtain any permit(s) that may be required for creation of construction documents for the Project, from any agency or utility company.

**Final Deliverables & As-Builts:**

Prepare one set of reproducible plans for all needed construction. Install system. At the end of the construction, prepare “As-Built” mylars and submit final drawings electronically in CAD & PDF formats at the close of the project. Prepare and submit an operational and maintenance plan.

**V. PROJECT SCHEDULE**

**A. Invitation for Bids Schedule**

The following is the anticipated schedule for the bidding process:

Notice Inviting Bids and Instructions to Bidders Available	November 5, 2020
Pre-Submittal Meeting	November 16, 2020, 10 a.m.
Proposals Due	November 24, 2020, 4:00 p.m.
Shortlisting of Firms	November 30, 2020
Firm Interviews (if necessary)	December 3 & 4, 2020
Anticipated Notice of Award	December 2020 Date TBD

Note: Key team members should be available for interviews on December 3 or 4, 2020, if necessary.

**B. Pre-Submittal Meeting:**

The Rancho Palos Verdes Recreation and Parks Department will meet with interested firms at Del Cerro Park located at 2 Park Place, Rancho Palos Verdes, CA 90275 on **November 16, 2020 at 10:00 a.m.** Attendance is mandatory. Questions in relation to this Invitation for Bids may be submitted by

email to [mattw@rpvca.gov](mailto:mattw@rpvca.gov). Questions must be received no later than five (5) business days prior to the bid due date. All attendance sign-in sheets, bid questions and answers and bid addenda, if issued, shall be posted on the RPV website.

C. Anticipated Project Schedule

**Construction is anticipated to begin by March 2021.**

Staff will review the proposed final design and conduct a constructability review on the plans submitted. The vendor is required to revise drawings and plans and specifications if the submitted draft does not conform to the City's needs and specifications.

Vendor is required to revise plans, specs and drawings in accordance with City Council direction following City Council meetings.

**VI. STATEMENT OF QUALIFICATIONS**

Project Team Qualifications:

The bid should establish the proposed Project Team's education, experience, professional credentials, awards, and licensing status qualifications. The statement of qualifications should include, at a minimum:

- Firm name and profile, contact person, address, telephone numbers, and email addresses.
- Type of organization (individual, partnership, corporation), including names and contact information for all officers, and proof that the organization is currently in good standing.
- Present staff (size, classification, credentials).
- Project Team: Provide an organizational chart of the project team that clearly delineates communication and reporting relationships among the project staff and among the major sub-consultants involved in the project. Identify key personnel to perform work in the various tasks, and include major areas of subcontracted work. Indicate the expected contributions of each staff member in time as a percentage of the total effort.
- Project Team Qualifications: Establish the qualifications of the proposed Project Team in terms of education, experience, professional credentials, awards, and licensing status. Describe in detail each team member's responsibilities for the Project and indicate the number of years the individual has had this responsibility on similar projects.
- Experience: Demonstrate successful experience by showing technical competence and specialization in projects similar in scope and complexity to the proposed project indicated. All projects listed must be either in progress



or have been completed within the last five years by the firm listed. Include completion (or anticipated completion) date. Include any previous experience with the City.

- References: List no less than three reference clients for whom similar or comparable services have been performed. Include the name, mailing address, email, and telephone number of their principal representative.
- Qualifications and experience of subcontractors.
- Describe familiarity with City and State construction management/oversight procedures, using specific verifiable examples.
- Describe any agreement/contract disputes in the last 5 years, and how they were resolved.

## **VII. SUBMISSION FORMAT**

### **A. Executive Summary**

On the firm's letterhead, clearly articulate how services identified in the statement of work will be provided, including qualifications, experience, and references.

### **B. Statement of Qualifications**

Include a statement to the effect that the proposed Project Team will be available to work on the Project in the roles specified within the proposed timeline and will not be reassigned, removed or replaced without the consent of the City.

### **C. Work Plan**

Utilizing the program elements and project objectives shown in the Statement of Work, provide a well-conceived work plan showing the methodology and approach to be used to successfully accomplish the Project. Indicate as part of the Work Plan the firm's capability to accomplish other current projects and this Project with its current work force.

### **D. Quality Control**

Provide an explanation of your quality and cost control philosophy, procedures and goals.

### **E. Relationship with the City**

It is expected that the firm selected will meet with City staff on an as-needed basis and attend several meetings in Rancho Palos Verdes. Describe how you would meet this criterion.

F. Submission Format

Bids shall be submitted electronically and shall include an index and page numbers.

G. Submission of Questions

All questions are to be submitted by email to Matt Waters at [mattw@rpvca.gov](mailto:mattw@rpvca.gov). All questions must be received by November 19, 2020.

H. Submittal Deadline

Bids must be received by the Department of Recreation and Parks, 30940 Hawthorne Blvd., Rancho Palos Verdes, CA 90275, phone number (310) 544-5218, by the deadline indicated.

I. 60 Day Hold

The City reserves the right to hold all bids for a period of 60 days after the opening date and the right to accept a bid not withdrawn before the scheduled bid opening date.

J. Changes, Interpretations and Corrections

Any interpretation, correction or change of the RFP will be made by formal Addendum. Interpretations, corrections and changes of the RFP made in any other manner will not be binding, and a Respondent shall not rely upon such interpretations, corrections and changes.

K. Progress Payments

The City will make progress payments following an award of a Contract by the City of Rancho Palos Verdes City Council and execution of the contract in accordance to material delivered and work completed as required in the contract.

L. Acceptance of Terms

Submission of a bid shall constitute acknowledgment and acceptance of all terms and conditions hereinafter set forth in the RFP unless otherwise expressly stated in the bid.

M. Financial Responsibility

The proposer understands and agrees that the City shall have no financial responsibility for any costs incurred by the proposer in responding to this RFP.

N. Proprietary Data

Proprietary data or trade secrets should be clearly identified as such in your bid and provided in a separate, sealed envelope and clearly marked envelope.

O. Insurance Requirements

Proposers must provide evidence of the following insurance.

- Standard Worker's Compensation & Employers' Liability including Occupations Disease Coverage
  - Statutory in conformance with the compensation laws of the State of California
- Comprehensive General Liability Insurance
  - \$1,000,000 each occurrence
  - \$2,000,000 aggregate
- Comprehensive Automobile
  - \$1,000,000 each occurrence
  - \$1,000,000 aggregate
- Professional Liability
  - \$1,000,000 each occurrence
  - \$2,000,000 aggregate

The successful proposer shall affect the insurance policies in a company or companies and in a form satisfactory to the City as a condition precedent of the execution of the contract. Before commencing any performance relating to this project, the successful proposer shall deliver, to the City Certificates of Insurance issued by the insurance company, and/or its duly authorized agents, demonstrating the required insurance coverage, and certifying that the policies stipulated above are in full force and effect. All policies and/or Certificates of Insurance shall include the City's officers, volunteers, and employees as additional named insured. Nothing herein shall be construed as a waiver of any of the protections to which the City may be entitled.

**VIII. EVALUATION AND SELECTION PROCESS**

A. Bids received will be evaluated based on the following criteria:

1. Cost of installation, and maintenance of both the app and the infrastructure.
2. Experience of firm in performing this type of service.
3. Relevant experience of individual team members assigned to the project.

4. Understanding of project as demonstrated by the thoroughness of the proposal, the introduction of innovative or cost-saving ideas, and the approach to the study or design.
5. References from clients for whom similar work was performed.
6. Depth of staff available to perform services.
7. Project Schedule.
8. Interview (if applicable).

**B. Selection Process**

An evaluation panel will review all bids submitted and select the top bids. These top firms may then be invited to make a presentation to the evaluation panel, at no cost to the City. The panel will select the lowest bid only if it is in the interest of the City. The City will negotiate with that firm to determine final contract qualifications, knowledge, and experience, knowledge of local conditions, and references.

**C. Award Notification**

The City of Rancho Palos Verdes Recreation and Parks Department will notify all proposers in writing within two weeks of the bid deadline. This RFP does not commit the City of Rancho Palos Verdes to award a contract, nor pay any costs incurred in the preparation and submission of the bid in anticipation of a contract. The City Council reserves the right to reject any or all bids, or any part thereof, to waive any formalities or informalities, and to award the contract to the proposer deemed to be in the best interest of the City and the Department.

**D. Award of Contract**

The selected firm shall be required to enter into a written contract with the City of Rancho Palos Verdes, in a form approved by the City Attorney, to perform the prescribed work. This Invitation for Bids and Instructions to Bidders, and the bid or any part thereof, may be incorporated into and made a part of the final contract; however, the City reserves the right to further negotiate the terms and conditions of the contract with the selected consultant. The contract will, in any event, include a maximum "fixed cost" to the City of Rancho Palos Verdes.

**E. Conferences during the Bid Preparation Period**

As of the issuance date of this RFP and continuing until the time for submitting bids has expired, the City will provide relevant information and

access to City facilities and documents as necessary for all proposers to familiarize themselves with the requirements set forth in the Invitation for Bids. Access to City facilities shall be during normal business hours and will require at least twenty-four (24) hours advance notice.

**IX. PRICE QUOTE: TO BE COMPLETED PRIOR TO SELECTION**

**At this time, proposers need to submit a price quote. The following will be the format for the price quote that will be required.**

Number	Item	Quantities	Unit Cost	Sub-Total
1	Parking Unit		\$ Each	\$
2	Additional Equipment		\$	\$
3	Maintenance**	5 Years	\$ Per year	\$
				Total \$

\*\*This cost shall not include the 3.5% CPI.

Project Site Map

