

REQUEST FOR INFORMATION

RFI SOLICITATION #DDP-PS-1-15-20

DOWNTOWN DOVER PARKING SOLUTIONS

A PROJECT OF THE DOWNTOWN DOVER PARTNERSHIP

January 15, 2020

City of Dover, Delaware

TABLE OF CONTENTS

	Page
1. INTRODUCTION, PROJECT OVERVIEW AND GENERAL PROVISIONS	3
1.1 Introduction.....	3
1.2 Process.....	3
1.3 Objectives and Goals	4
1.4 Project Overview.....	4
1.5 Project Timeline for Delivery of Solution and Certain Deadlines.....	6
1.6 Address for Delivery of Solution.....	6
1.7 General Provisions Regarding the Solution.....	7
2. RFI PROCESS	8
2.1 Questions and Responses Regarding the RFP and Addenda	8
2.2 Confidentiality	9
2.3 Access to Parking Sites and Site Investigation.....	9
2.4 Errors.....	10
2.5 Conflicts of Interest.....	10
3. REQUIREMENTS FOR SUBMITTAL OF SOLUTION AND ACCEPTANCE OF DELIVERY BY THE DDP	10
3.1 General Submittal Requirements	10
3.2 Format	11
3.3 Additional Requirements for Proposal Delivery.....	11
3.4 Modifications, Withdrawals and Late Submittals.....	11
3.5 Acceptance of Delivery by the Downtown Dover Partnership.....	12
4. EVALUATION AND POST-SELECTION PROCESS.....	12
4.1 Review and Evaluation	12
5 POST-RECOMMENDATION ACTIONS.....	12
6 DDP RIGHTS.....	13
7 DDP DISCLAIMERS.....	13
EXHIBITS.....	14
Exhibit 1-A Map of Current Parking Plan - Lots.....	14
Exhibit 1-B Map of Current Parking Plan - Streets.....	15
Exhibit 2 Submission Requirements.....	16
FORMS.....	17
Form A – Respondent Letter.....	17
Form B – Statement of Qualifications.....	19
Form C – Technical Proposal.....	23
Form D – Financial Proposal.....	24

REQUEST FOR INFORMATION

Downtown Dover Parking Solutions
Dover, Delaware

1. INTRODUCTION, PROJECT OVERVIEW AND GENERAL PROVISIONS

1.1 Introduction

This Request for Information (RFI) is being issued by The Downtown Dover Partnership (DDP), a non-profit 501 (c)(6) in the City of Dover, Delaware. The DDP is committed to driving an improved quality of life for the residents and visitors of Dover, Delaware, through collective collaboration, economic development and promotion of downtown Dover's unique historic properties. Currently, parking management is one of its core areas of responsibility.

The City of Dover is not a partner to this RFI.

The DDP seeks ideas and solutions to downtown parking issues, opportunities, and management as more fully described in this RFI.

The DDP is pleased to invite interested individuals and/or teams (each, a Respondent) to submit a response to this RFI (each, a Solution) that support efficient and effective parking in the downtown, as more fully described herein.

1.2 Process

The DDP is issuing this RFI to receive solutions to parking issues, opportunities, and management. The DDP may or may not select a Respondent as an outcome. All Respondents must comply with this RFI and are cautioned to completely review the entire RFI and to follow the instructions carefully.

Each Solution shall take into consideration the Project Objectives and Goals as identified in Section 1.3 below. Addenda that may become necessary during the RFI process (each an "Addendum") will be made available publicly and each such Addendum will become a material part of this RFI.

This RFI does not commit or bind the DDP to enter into a contract or proceed with any next step related to parking Solutions. This RFI is not to be construed as an offer to enter into a contractual relationship. The DDP assumes no obligations, responsibilities, or liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to, or responding to, this RFI. All such costs shall be borne solely by each Respondent.

The DDP reserves the right to waive technicalities, to reject any or all solutions or recommendations, or any portion thereof, to seek new solutions, to proceed to do the work otherwise, or to abandon the work, if the DDP chooses for any reason to do so.

1.3 Objectives and Goals

The DDP's objectives and goals for the Project include implementing a parking solution, or set of solutions, that will:

- support and facilitate an efficient distribution of parking within the downtown commercial district;
- provide an optimum mix of equitable and convenient parking opportunities for residents, shoppers, business owners, employees, property owners and all downtown stakeholders that require parking;
- facilitate downtown economic development to enhance property values and small business success;
- provide flexibility as downtown property development occurs;
- take into consideration parking solutions within privately and publicly owned lots, streets, and parcels in, or adjacent to, the downtown district;
- provide a clear understanding of costs and financing options, as well as revenue, associated with proposed solutions;
- combine cost effectiveness with overall efficiency, as related to ongoing maintenance and overall parking management.

1.4 Project Overview

(a) Project Background

(i) Background

The DDP has overseen and coordinated the management of a multi-faceted parking program in the Downtown Dover District for more than ten years. Currently, the City of Dover Public Works Department assists with installation and maintenance of signage and equipment, and enforcement is performed by the City of Dover Police Department. The parking program includes permitted, metered and two-hour spaces. Lots are a combination of publicly and privately-owned. Parking management costs are shared between the DDP and The City of Dover. The modest revenue generated goes to the DDP.

The anticipated near-term development of several major sites and occupancy of now-vacant buildings, as well as anticipated increase of users of downtown district parking requires an efficient, effective, and multi-faceted solution utilizing, though not limited to, "smart" technology. Further, the solution should support long-term development and growth.

Therefore, DDP is seeking cost-effective and efficient solutions to enhance parking capacity and capabilities throughout the commercial core of the City of Dover that stimulate community and economic development and improve parking services to parking users in the downtown business area.

It is anticipated that solutions will combine a variety of on-street and off-street parking, metering on streets throughout the City, as well as permits within DDP-owned surface parking lots, as well as other privately- or publicly owned lots, most of which are in use for parking at present. See Exhibit 1-A. Loockerman Way Lot will not be available for public parking beginning in 2020.

The DDP invites, but is not limited to considering, solutions that will be managed and maintained by an entity other than the DDP.

(ii) Site Location(s)

Several DDP-owned lots, and multiple private lots, per Exhibit 1-A, as well as multiple (public) streets, per Exhibit 1-B, are currently used for public parking:

DDP-owned lots, and multiple private lots include:

- **Governors Avenue Lot:** Currently occupied by an auto supply business and a daycare, the site has a surface parking lot managed by DDP for both permitted and free parking.

NOTE: The Governors Avenue Site was once the site of an Acme Market grocery store and currently is occupied by an auto parts store and a daycare, as well as designated surface parking areas administered by the DDP. There may be hazardous materials underground.

- **Minor Street Lot**
- **Bradford Street Lot**

City-owned lots (public):

- Plans relating to parking development or other parking-related activity of City-owned lots, streets, etc. will require concurrence with the City of Dover City Council approval.

(b.) **Scope of Work**

The DDP intends to consider solutions from vendors and management companies with experience in successfully implementing and/or managing some or all aspects of parking solutions that they recommend for the Downtown Dover Parking Solutions Project. Solutions should consider:

- ☐ Developing, constructing (if necessary), purchasing, financing, installing, enforcing, managing and maintaining on-street and off-street parking solutions;
- ☐ Participation in providing recommendations for rates for recommended parking solutions;
- ☐ Providing routine maintenance for parking meters;

- ☐ Ensuring public safety and security for the Project;
- ☐ Detailing recommendations regarding wayfinding (and other necessary) signage, hardscape/landscape, street improvements, and construction security utilities, should any be necessary to support the Project;
- ☐ Permitting and licensing requirements, demand studies, drainage, and other requirements that may be needed for recommended solutions; and
- ☐ Anything else that would be needed regarding the Solution provided.

1.5 Project Timeline for Delivery of Solution(s) and Certain Deadlines

(a.) The following represents the Project Timeline for the RFI process:

EVENT	DATE
Issuance of RFI	January 15, 2020
Solutions Due Date	March 16, 2020 at 4 p.m. EST (Eastern Standard Time)
Anticipated requests for presentations by respondents, as chosen by DDP	March 18 – April 30, 2020
Anticipated decision to be made regarding final parking solution(s) by DDP Parking Committee	May 1 – May 31, 2020
Recommendation of parking solution(s) to be made by DDP Parking Committee Chair to DDP Board of Directors	June 1-30, 2020

(b.) All dates set forth above and elsewhere in this RFI are subject to change, in the DDP's sole discretion.

1.6 Address for Delivery of Solution

(a.) The Solution shall be submitted and delivered in a sealed container and in electronic format no later than the date set forth in Section 1.5(a.) and must be delivered to the Downtown Dover Partnership, as follows:

Downtown Dover Partnership
 101 West Loockerman Street, Suite 1-A
 Dover, DE 19901
 Attention: Diane Laird, Executive Director
 Diane@DowntownDoverPartnership.com

- (b.) Any Solution that is received after the deadline will be rejected regardless of the reason for the late arrival. The Respondent is advised to allow extra time to ensure timely delivery. No verbal discussions regarding Solutions will take place at any time other than in writing to the above email address.
- (c.) Deadline: DDP reserves the right to change and/or extend deadlines as outlined in Section 1.5 (a.)

1.7 General Provisions Regarding the Solution

(a) Solution Contents

As used in this request for information, the term “Solution” means a Respondent’s complete response, including: (i) a Statement of Qualifications (SOQ) of the Respondent I; (ii) a Technical Proposal (description of proposed solutions); and (iii) a Financial Proposal (financial considerations for the proposed solution).

(ii.) The Solution shall be organized, be clearly indexed, and titled.

(b) Applicability of Freedom of Information Act

All documents submitted by a Respondent in response to the RFI shall become the property of the DDP and will not be returned to the Responder except for Proprietary IP (as defined below). Each Respondent grants the DDP the non-exclusive, non-revocable right to make use of Respondent’s intellectual property and work product (including but not limited to patents, inventions, concepts, ideas, methods, and processes) submitted by or on behalf of each Respondent to the DDP in connection with its Solution for the purposes of the Project. The right of the DDP to make or use each Respondent’s intellectual property (except for the Proprietary IP) shall be royalty-free. The Proprietary IP shall be identified as such in the Solution and the DDP shall return all Proprietary IP to the Respondent.

Subject to the exceptions specified herein, all written and electronic correspondence, exhibits, photographs, reports, printed material, tapes, disks, designs, and other graphic and visual aids submitted to the DDP by the Respondent during this procurement process, whether included in the Solution or otherwise submitted, shall become the property of the DDP upon delivery to the DDP and will not be returned to the submitting parties.

The Respondent shall familiarize themselves with the provisions of 29 Del. C. § 10001 et seq. (the Freedom of Information Act). Unless otherwise qualified for exemption from disclosure therein, all materials submitted by a Respondent shall be subject to disclosure pursuant to the Freedom of Information Act and any other laws and regulations applicable to the disclosure of documents submitted under this RFP. In no event shall the DDP or any of its agents, representatives, consultants, directors, officers or employees be liable to any Respondent or any of the Respondent’s team members for the disclosure of any materials or information submitted in response to this RFI.

(c) Identification of Authorized Respondent’s Representative

Each Respondent shall identify in its Solution one individual authorized to act on behalf of the Respondent relating to the Project, known as the Authorized Respondent's Representative (ARR).

(d) Identification of Authorized Downtown Dover Partnership Representative

The one individual authorized to act on behalf of the DDP relating to the Project, shall be the Authorized Downtown Dover Partnership Representative (ADDPR). The ADDPR is:

Diane Laird, Executive Director
Diane@DowntownDoverPartnership.com

(e) Rules of Contact

The DDP shall be the sole contact for purposes of this RFI. The Respondents shall correspond with the DDP regarding the RFI only through its ARR, per 1.7(c), and with the ADDPR, per Section 1.7(d);

2. RFI PROCESS

2.1 Questions and Responses Regarding the RFI and Addenda

(a) Questions and Responses Regarding the RFI

- (i.) Each Respondent shall be responsible for reviewing the RFI and any Addenda issued by the DDP and for requesting written clarification or interpretation of any perceived discrepancy, deficiency, ambiguity, error or omission contained therein. The DDP reserves the right not to respond to any clarification requests.
- (ii.) The DDP will only consider comments and questions regarding the RFI, including requests for clarification and requests to correct errors if submitted by the ARR to the ADDPR, and only by electronic mail in the prescribed format, per Section 1.7 (e).
- (iii) Comments and questions may be submitted at any time prior to the applicable date specified in Section 1.5(a) (Project Timeline) or such later date as may be specified in any Addenda and shall:
 - (a.) identify the relevant Section number and page number (e.g., Section [x], page [x]) or, if it is a general question, indicate so;
 - (b.) not disclose the Respondent's identity in the body of the question nor contain proprietary or confidential information; and
 - (c.) indicate whether the question is threshold issue that would preclude the Respondent from submitting a Response.

- (iv) No telephone or oral requests will be considered. Questions may be submitted via email only by the ARR or its designee to the ADDPR, and must include the requestor's name, address, telephone number, and email address, and the Responder he/she represents.

(b) Addenda

The DDP reserves the right, in its sole discretion, to revise, modify, or change the RFI at any time before the Solution Due Date.

2.2 Confidentiality

(a) Confidentiality of Respondent Information

If a Respondent has special concerns about information that it desires to make available to the DDP but that it believes constitutes a trade secret, proprietary information, or other information exempted from disclosure pursuant to the Freedom of Information Act, then the Respondent shall specifically and conspicuously designate that information by placing "CONFIDENTIAL" in the header or footer of each such page affected. The provisions of the Freedom of Information Act, and other applicable Laws shall control in the event of a conflict between the procedures described above and the applicable Law.

(b) Request for Disclosure

If a request is made for disclosure of the Solutions or other materials pursuant to the Freedom of Information Act, or other applicable Laws, the DDP will comply with its obligations under the Freedom of Information Act, and other applicable Laws.

(c) Litigation

In the event of any proceeding or litigation concerning the disclosure of Solutions, portion thereof or other materials, the Respondents shall be responsible for prosecuting or defending any action concerning the materials at its sole expense and risk; provided that the DDP reserves the right, in its sole discretion, to intervene or participate in the litigation in such manner as it deems necessary or desirable. All reasonable costs and fees (including attorneys' fees and costs) incurred by the DDP in connection with any litigation, proceeding or request for disclosure shall be reimbursed and paid by the applicable Respondent.

2.3 Access to Parking Sites and Site Investigations

Parking sites and streets are public and accessible for investigation by potential Respondents.

2.4 Errors

If any mistake, error, or ambiguity is identified by a Respondent at any time during the procurement process in any of the documents supplied by the DDP, such Respondent shall

have a duty to notify the DDP of such mistake, error, or ambiguity and recommend a correction in writing in accordance with Section 2.1(a) (Questions and Responses Regarding the RFI).

2.5 Conflicts of Interest

- (a) Pursuant to Dover Code, Chapter 30, Section 30-33, no DDP employee, appointed official, property owner, business owner or other member of the DDP Parking Committee may participate on behalf of the DDP in the review or disposition of any matter pending before the DDP in which he/she has a personal or private interest. This applies to anyone appointed by the mayor or city council.
- (b) The DDP conflict of interest policy requires members of the DDP Board of Directors to abstain from discussion, voting and decision-making activities if such board members have actual or potential conflicts of interest on matters affecting transactions between DDP and the other party.
- (c) Exceptions to this policy (Section 2.5(a) and (b)) may be granted by the DDP, upon written request from such person, if it is determined that the person's involvement is in the best interest of the public and does not constitute an unfair advantage.
- (d) Each Respondent shall provide information concerning conflicts of interest and disclose all relevant facts concerning any past, present or currently planned interests that may present a conflict of interest by completing question 14 on Form B. Each Respondent shall state how its interests or those of any of its team members, consultants, contractors or subcontractors, including the interests of any chief executives, directors or key personnel thereof, may result in, or could be viewed as, a conflict of interest.

3. REQUIREMENTS FOR SUBMITTAL OF SOLUTION AND ACCEPTANCE OF DELIVERY BY THE DDP

3.1 General Submittal Requirements

- (a) The Solution for this RFI shall include a SOQ Proposal, a Technical Proposal, and a Financial Proposal.
- (b) Proposal Due Date - The completed Proposal shall be delivered to recipient and address as set forth in 1.6(a) in a sealed container no later than the time and date set forth in Section 1.5(a).

3.2 Format

- (a) Proposals shall contain concise written material and drawings that enable a clear understanding of the capabilities of the Respondent and the characteristics and benefits of the Solution, and well as financial recommendations or price quote. Legibility, clarity,

and completeness of the SOQ Proposal, the Technical Proposal, and the Financial Proposal are essential.

- (b) An 8½ by 11-inch format (½-inch margins) is required for typed submissions and an 11 by 17-inch format is required for drawings. No large design drawings are anticipated to be needed as part of submission. The DDP may request larger drawings at a later time.
- (c) Each Respondent shall provide one (1) original and eight (8) copies of the entire Project Solution together with one electronic copy on a flash drive in either Adobe or Word format.

3.3 Additional Requirements for Proposal Delivery

- (a) Solutions are to be delivered to the DDP at the address set forth in Section 1.6(a) (Address for Proposal Delivery).
- (b) Each binder of the Proposal shall be included in a sealed container and labeled to indicate its contents as “[Respondent Name]: Solution for the “Downtown Dover Parking Solutions Project.” The original Solution packet shall be clearly identified as “original”; copies of the Solution shall be sequentially numbered, labeled and bound.

3.4 Modifications, Withdrawals and Late Submittals

- (a) Modifications to the Proposal

A Proposer may modify its Solution in writing prior to the due date set forth in Section 1.5(a). The modification shall conform in all respects to the requirements for submission of the Solution. Modifications shall be clearly delineated as such on the face of the document and shall specifically state that the modification supersedes the previous Solution and all previous modifications, if any. Line item changes will not be accepted. No facsimile or other electronically transmitted modifications will be permitted.

- (b) Withdrawal and Proposal Validity Period

- (i) A Respondent may withdraw its Solution at any time prior to the time due on the Solution Due Date by means of a written request signed by its Authorized Respondent Representative. Such written request shall be delivered to the address in Section 1.6(a) (Address for Solution Delivery). A withdrawal of the Solution will not prejudice the right of the Respondent to file a new Solution if it is received before the due date set forth in Section 1.5(a). A Solution may not be withdrawn on or after the time due on the Solution Due Date. Solution shall be valid for a period of 120 days after the Solution Due Date.

- (ii) A Respondent may elect, in its sole discretion, to extend its Solution Validity Period.

- (c) Late Submittal

The DDP will not consider any late submissions of a Solution. A Solution or modifications to the Solution not requested by the DDP received after the time for submittal of the Solution will be returned to the Respondent without consideration or evaluation.

3.5 Acceptance of Delivery by the DDP

The DDP will provide a receipt for a Solution if it is timely delivered to the DDP as specified herein.

4. EVALUATION AND POST-SELECTION PROCESS

4.1 Review and Evaluation

(a) Review and Decision-making by DDP Parking Committee

The DDP will select members and advisors to the DDP Parking Committee to review Solutions received. Decisions will be made based on finding a solution or multiple solutions that best address(es) the DDP's Objectives and Goals, per Section 1.3. This solution may include parts of several Solutions submitted, or none of the Solutions provided, after which the committee intends to formulate a recommendation to the DDP Board of Directors.

(b) Recommendation to DDP Board of Directors

A representative of the DDP Parking Committee will provide a recap of the decision-making process and make a recommendation of the proposed solution(s) to the DDP Board of Directors by/at the DDP BOD June 2020 meeting. The DDP reserves the right to make changes in this date.

(c.) Selection of vendors

If the DDP chooses to move forward with implementation of a solution, the DDP may select one, multiple or no Respondents as vendors for the Project.

5. POST-RECOMMENDATION ACTIONS

(a) The DDP will make every effort to provide a courtesy update to Respondents regarding recommendations made to the DDP Board in a timely manner after the recommendations are made to the DDP Board.

(b) Costs Not Reimbursable

The cost of preparing the Solution and any costs incurred at any time before the Submission Date, including costs incurred for travel, interviews, presentations, or other costs associated with submission of the Solution negotiation, shall be borne by the Respondents.

6. DDP RIGHTS

The DDP may require additional confirmation and information furnished by any Respondent and reserves the right, in its sole discretion, to take any action with respect to this RFI, including, but not limited to: develop the Project in any manner that it deems necessary; reject any Solution or portion of a Solution; modify this RFI in any manner, including extending deadlines, canceling or withdrawing the RFI, waiving or permitting variations, deficiencies or nonconformance or permit submittal of addenda or supplements to data and information previously provided in a Proposal; disclose information contained in a Solution to the public as described herein; disqualify the Solution if the Solution violates the terms of the RFI; and exercise any other right reserved or afforded to the DDP under this RFI or applicable Law.

7. DDP DISCLAIMERS

This RFI does not commit the DDP to enter a contract. The DDP assumes no obligations, responsibilities, or liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFP. All such costs shall be borne solely by the Respondents.

By submitting its Solution in response to this RFI, each Respondent agrees to (a) comply with each of the instructions set forth herein and (b) the terms and conditions set forth in the RFI.

MAP OF CURRENT PARKING PLAN - LOTS



EXHIBIT 1-B

MAP OF CURRENT PARKING PLAN – STREET PARKING



City of Dover

Department of Planning & Inspections

PROPOSED METERED PARKING LOCATIONS

Legend

-  Dover Parcels
-  Metered Parking

760 Feet

380

190

Date 2/1/2019

Downtown Dover Partnership
Request for Information: Parking Solutions for the
City of Dover, Delaware

EXHIBIT 2

SUBMISSION REQUIREMENTS

A complete Response to this RFI will include the following:

1. FORM A - RESPONDENT LETTER
2. FORM B - STATEMENT OF QUALIFICATIONS
3. FORM C – TECHNICAL PROPOSAL

Respondent shall describe the proposed Solution, using as many pages as necessary to accurately yet concisely describe the solution.

4. FORM D – FINANCIAL PROPOSAL

Respondent shall describe the estimated cost for the proposed Solution, including a financing plan, and a ten-year revenue and expense projection

FORM A

DOWNTOWN DOVER PARKING SOLUTIONS CITY OF DOVER, DELAWARE

A PROJECT OF THE DOWNTOWN DOVER PARTNERSHIP

RESPONDENT LETTER

RESPONDENT (Firm name): _____

Proposal Date: _____

The undersigned (Proposer) submits this proposed solution (this Solution) in response to that certain Request for Information issued by the Downtown Dover Partnership located in the City of Dover, Delaware, dated January 15, 2020 relating to the Downtown Dover Parking Solutions Project (the Project), as more specifically described herein and in the RFI.

The following individual(s) is/are authorized to provide this Solution and enter into negotiations with the Downtown Dover Partnership on behalf of the Respondent in connection with this RFI, the Project, and:

Our Proposal comprises the following:

- (A) SOQ Proposal enclosed herewith;
- (B) Technical Proposal enclosed herewith; and
- (C) Financial Proposal enclosed herewith.

Respondent certifies that its Solution is submitted without reservation, qualification, assumptions or conditions.

Respondent represents that all statements made in the Solution are true, correct and accurate in all material respects as of the date hereof.

Respondent understands that financial recommendations are requested in this RFI, and that if a Financial Proposal is included, that it is true, correct and accurate.

Respondent understands that the Downtown Dover Partnership is not bound to award any contracts with reference to this Project.

Respondent further understands that all costs and expenses incurred by it in preparing this Solution and participating in the RFI process will be borne solely by the Respondent .

- Continued -

This Solution shall be governed by and construed in all respects according to the laws of the State of Delaware.

Respondent's business address:

(No.) (Street) (Floor or Suite)

(City) (State or Province) (ZIP or Postal Code) (Country)

State or Country of Incorporation/Formation/Organization:

1. Sample signature block for corporation or limited liability company:

[Insert the respondent's name]

By: _____

Print Name: _____

Title: _____

2. Sample signature block for attorney-in-fact:

[Insert the respondent's name]

By: _____

Print Name: _____

Attorney-in-Fact

Note to Respondent: Insert an additional signature block for each Proposed Guarantor, if a Financial Proposal is included in this RFI.

FORM B

STATEMENT OF QUALIFICATIONS

1. Name of Respondent (Firm Name): _____

2. Type of entity: *(Check box below.)*

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Sole Proprietorship
Partnership
Joint Venture

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Corporation
Limited liability corporation
Other structure (specify below)

Provide explanation if "Other Structure":

3. Respondent's address: _____

4. Name of Primary Contact: _____

5. Title of Primary Contact: _____

6. Telephone (Business) _____

7. Telephone (Mobile) _____

8. Email Address: _____

9. Business Web Address: _____

10. Name and Title of Authorized Respondent's Representative (ARR):

_____ Check here if same as Name/Title of Primary Contact (#4 above)

Provide Name and Title of Authorized Respondent's Representative on lines above.

11. Respondent Qualifications

Up to 150-word descriptive overview of Respondent qualifications to respond to this RFI.

12. Relevant Experience:

- (i) Detailed description of Respondent's experience and qualifications managing projects of similar size, function and complexity to the applicable Project, including demonstrated ability to provide and/or manage similar or related services that are comparable to those required for the applicable Project.
- (ii) Provide a list of three to five relevant projects in order from most to least relevant, including a brief description (+/- 100 words) of each project and summary of services performed.

- (iii) References: Provide contact information for one or several projects that are relevant to the parking solutions provided within Respondent's Solution, including project contact name, phone number, and email address.

13. Key Personnel:

Provide resumes of key personnel representing Respondent Firm; not more than one (1) double-sided page each for person.

14. Conflict of Interest:

Each Respondent shall state how its interests or those of any of its team members, consultants, contractors or subcontractors, including the interests of any chief executives, directors or key personnel thereof, may result in, or could be viewed as, a conflict of interest:

If no Conflict of Interest present, initial here. _____

15. Executive Summary of Solution for Project:

The Executive Summary of the "technical" solution for the project shall be written in a non-technical style and shall contain sufficient information for reviewers with both technical and non-technical backgrounds to become familiar with the proposed Solution and Respondent's ability to satisfy the technical solution and make recommendations regarding financial provisions of the Project. The Executive Summary shall not exceed one page or 250 words.

I declare under penalty of perjury under the laws of the State of Delaware that the foregoing declaration is true, correct and accurate.

Executed _____, 2020.

(Respondent Signature)

(Name Printed)

(Title)

(Business)

FORM C

TECHNICAL PROPOSAL

Describe here the proposed Solution, using as many pages as necessary to accurately yet concisely describe the solution:

FORM D

FINANCIAL PROPOSAL

Describe here the estimated cost for the proposed Solution, including a financing plan, and a ten-year revenue and expense projection: