

The Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia, PA 19106

Request for Information (RFI) No. 20-15 Curb Management System – Pilot Program

Introduction:

The Philadelphia Parking Authority (Authority) is requesting information regarding curb management systems. This request for information (RFI) method is not intended to result in a contract award but is designed to allow for the collection of industry information that may be used to assist the Authority in procuring a curb management system or developing a subsequent Request for Proposal. The information received becomes the property of the Authority and is subject to Pennsylvania's Right to Know Law (65 P.S. §§67.101–67.3104).

Background Information:

The PPA regulates, among others, through its On-Street Parking division in Philadelphia, PA. Parking regulations adopted under City ordinance are enforced by Parking Enforcement Officers, Police Officers and certain other enforcement agents who patrol on foot and in vehicles. There are 16,000 regulated, metered spots located in the City of Philadelphia. Many metered locations have multiple regulations that are posted on signs. The regulations change frequently requiring signage to be changed and new regulations adopted. The PPA desires to have all of the regulated and unregulated spaces included in a database in a GIS format and to have survey equipment seamlessly integrated with that database.

Scope:

The system must have the capability to electronically inventory all on-street infrastructure, geocode location, and store in a database system for retrieval and analysis. On-street infrastructure includes parking kiosks and signs which include parking regulations, as well as all infrastructure impacting the management of the curb space such as, fire hydrants, parklets, in-street dining, long-term construction, curb cuts, bicycle and scooter parking hardware, etc.

The On-Street Parking division also performs several parking studies a year analyzing parking management indicators to recommend changes to improve access and vehicle and pedestrian safety. Those indicators include occupancy/vacancy, turnover, violations, violation capture rates etc. The system must provide analysis by various factors such as location (street, block, space identifications, neighborhood, etc.), day, time, vehicle type, special permits including contractors, credentials for people with disabilities and residential permit parking. Data is collected by in-house analysts. The system must perform specific calculations for the data collected to permit analysis informing recommended actions for improvement.

Trial Period:

The Authority will require each vendor with an acceptable solution to provide a complete system including handhelds devices, GIS and software and hardware to be field tested for a period up to 6 months. Vendor will be required to provide training and support during this period at no cost to the Authority. During the demonstration period, the Authority will utilize the equipment and software provided to locate curb infrastructure, to conduct surveys, and to utilize analysis tools within the system to determine its ease of use and its versatility. The Authority will require each vendor participating in the testing period to provide fifteen (15) handhelds and to train twelve (12) analysts on the use of the system.

Data Sharing:

The system should be in a format which enables data to be easily shared with other governmental entities in an open API. The system should provide the ability to analyze the data, provide customized reporting and have dashboards. Information delivered from surveys is shared with other city and transportation agencies. The Authority seeks a system which will integrate with the other data warehouses utilized by other city agencies. Data sharing will be tested in this pilot.

Connectivity:

The system must be a fully cloud-based solution with full account and data access rights granted to the Authority's Information Technology Department.

IT Security:

At a minimum, system should require 2FA. Respondent should list and be able to demonstrate company's systems that ensure data privacy, integrity and availability as well as recovery procedures and risk management controls in use.

Registration:

Interested parties are required to register for participation in the RFI by filling out the [Registration Form](#) prior to downloading the documents. Only those companies who are registered will receive addenda that are issued.

The Philadelphia Parking Authority anticipates the following schedule for review of the responses:

Activity	Date
Opportunity Posted	Thursday, August 20, 2020
Question Deadline	Friday, August 28, 2020 at 2:00 PM
Response Submission Deadline	Monday, September 14, 2020

Responses must be sealed and delivered via USPS or by commercial delivery services. Responses will not be accepted via hand delivery. All envelopes must display the respondent's name and must be boldly and clearly handwritten (not typewritten) "RFI No. 20-15 Curb Management System". All responses must be presented with one (1) original and eight (8) copies, individually numbered, and an electronic version consisting of one PDF file no later than 2:00 PM (EST) on Monday, September 14, 2020 to the address below:

The Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia, Pa 19106
Attn: Mary Wheeler
Manager of Contract Administration

The Authority may request additional information, clarification or presentations from any of the vendors who submit a response to the RFI after the initial review is complete.

Questions Regarding this RFI:

Questions regarding this RFI are to be submitted by email only to Mary Wheeler at mwheeler@philapark.org. Questions must be submitted no later than 2:00 PM (EST) on Friday, August 28, 2020. All questions received by this date and time will be answered appropriately. The subject title of such emails should read, "RFI No. 20-15 Curb Management System - Company Name." Questions emailed by respondents, and any additional information that the Authority provides in response to such questions will be emailed in addendum form to all of registered respondents. Such distribution will also include posting on the Authority's website.

Response Content:

Responses are to follow the tabbed format below:

A. Cover Letter

Please include a signed cover letter of no more than one page indicating the name, title, location, telephone number, and email address of the party responsible for responding to this RFI.

B. Qualifications of the Vendor

1. Provide a brief overview of company.
2. All respondents must provide documentation of their stability and ability to support the Scope as requested in the RFI.
 - Documentation of longevity in the business
 - Documentation of financial stability
 - Records of satisfactory performance with other red light camera enforcement contracts
 - Identify members of a Project Team that would be needed to complete the pilot program and describe their specific roles
 - Documentation of a project management plan for implementation that includes a quality management plan as well
 - Proven ability to provide the type of technology for a company this size
 - Proven records of performance and completion schedules
 - Describe, in detail, successful pilot programs your company has participated in
 - Interest and knowledge in new technology conducive to this RFI
 - Training modules with varying levels of instruction

C. Proposed Solution

The proposed solution must include at a minimum descriptions of the software, hardware, data storage and costs, support and training. Include a sample Service Level Agreement.

D. Experience

Discuss your relevant experience within the public sector the over the past five years. Also, identify locations where your proposed solution is currently in use. Provide contact names, email addresses, mailing addresses, and phone numbers of three references. These references should include customers who are using similar products as are requested in this RFI. The Authority reserves the right to request additional reference information after responses are received, if necessary.

E. Additional Information

Any additional information not specifically requested, but which the respondent deems important and relevant may also be submitted.

F. Request for Information Form

Complete and attach the request for information form included in the RFI document.

Philadelphia Parking Authority Policies and Reservation of Rights

- No contract will be awarded as a result of this Request for Information.
- The cost for developing a response to the RFI is entirely the obligation of the respondent and shall not be charged in any manner to the Authority.
- Oral communications from the Authority personnel or other persons shall not be binding and shall in no way materially modify the provisions of the RFI.
- While documents exchanged by or with the Authority or its agents during this process may be protected from public release by certain terms of Pennsylvania's Right to Know Law (65 P.S. §§67.101–67.3104), Pennsylvania's Procurement Code, or other laws, all proposers in the instant process are advised to review such disclosure issues. Any proprietary information shall be marked as proprietary on each relevant page of the response.
- The Authority encourages submissions by small and small diverse businesses. The Authority requires that any respondent selected to participate in this process not to discriminate nor permit discrimination against any person because of race, color, religion, national origin, or sexual orientation. In the event of such discrimination, the Authority reserves the right to not consider the vendors response to this request for information.

The Philadelphia Parking Authority
Request for Information Form
Curb Management System
(Additional Pages may be attached as needed)

Question:	Response:
Company Name:	
Company Address:	
Company Web Page	
Main Product/Service	
Main Market/Customers	
Ownership Structure with ownership status in percentage	
Structure of mother corporation, joint ventures, subsidiaries, partnerships, or other relevant relations	
Number of years on the market	
Company location(s)	
Environmental Management System(s)	
Quality Management System(s)	
Describe your business Continuity Management	
Total Number of Employees:	
Production	
R&D	
Marketing & Sales	
Quality Department	
Financial Information:	
Last Year turnover	
Last Year Gross Margin	
Last Year Profit	
Stock Markets where your company is listed	
Anticipated Capacity conditions within 12 months	
Conditions in the RFI that cannot be met	
Location available for delivery, if not worldwide	
Availability of spare parts and support	