

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

RFP No. 24-15
Bus Camera Enforcement
Addendum Three

To: See Email Distribution List

From: Shannon Stewart
Manager of Contract Administration

Date: September 27, 2024

No Pages: 4

This addendum is issued on September 27, 2024, prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by Prospective Offerors regarding the work included in the above referenced solicitation.

CHANGES TO THE RFP DOCUMENT

1. **Proposal Due Date:** The proposal due date has been extended to Wednesday, October 30, 2024 at 1:00 PM.

QUESTIONS

1. **Question:** Will the Parking Authority consider an extension on the response submission date?
Response: Yes, the due date has been extended to Wednesday, October 30, 2024 at 1:00 PM.
2. **Question:** What are the manufacturer bus types and model years that will be installed?
Response: 2017-2025 New Flyer 40' Xcelsior buses and 2014-2016 Nova Bus LFS 40' & 60' buses will be considered for this project. The LRVs are single-cab Kawasaki cars built in the early 1980s.
3. **Question:** For the initial buses, how many routes will be covered?
Response: 18 bus routes and 5 LRV routes.
4. **Question:** What is the intended award date?
Response: Please refer to I-18 of the RFP document.
5. **Question:** Will you allow a survey of the buses before submittal?
Response: Yes, the survey will be scheduled at a later date which will be confirmed in Addendum #4.
6. **Question:** Will SEPTA allow alternative camera placement areas?
Response: Final camera placement will be determined during the prototype phase as stated in Section E.
7. **Question:** Do you have a preferred Ticketing Partner and does the ticketing partner have an API that can be used to integrate?
Response: The current vendor in Duncan Solutions and has an API which is the preferred method of integration. The Authority's Parking Violation Management contractor may change during the contract term.

8. **Question:** Can you clarify the scope that the Parking Authorities current Violation Management System handler's involvement?

Response: The Violation Management System currently handles all of the Authority's ticket enforcement. It currently runs DMV information for Registered Owner, issuing various notices including but not limited to violations, late fee, boot and tow, as well as hearing scheduling, general correspondence and hearing determinations. It also handles adjudication and payment processes.

9. **Question:** Does the Parking Authority want the pricing to be exclusive or inclusive of the ticketing process?

Response: Exclusive.

10. **Question:** Will SEPTA provide mapping for all bus lanes, bike lanes and bus stops zones or will the vendor be responsible for mapping the routes?

Response: The Contractor will be responsible for mapping these enforcement locations and types using information provided by the Authority.

11. **Question:** Are there any Union workforce requirements?

Response: No.

12. **Question:** Can a vendor that is a private Corporation, provide only un-audited financial statements, as opposed to audited financial statements? Private corporations may not want to disclose audited financial statements, or tax returns at the RFP stage.

Response: The financial statement requirements remain unchanged. Please refer to II-10 of the RFP document.

13. **Question:** Does the Parking Authority have a preferred percentage of involvement for the Small Diverse Business?

Response: Small Diverse Business participation is a scoreable item as detailed in Part III of the RFP document.

14. **Question:** Can the Parking Authority provide a list of contractors with SBPI certificates?

Response: No. Offerors may visit the PA Department of General Services website and search for Small Diverse Businesses using their database.

15. **Question:** Regarding Section P, Violation Processing, sub-section #7, the unique identifier, is it PPA's intention that the Violation Processing contractor will generate their own unique identifier from the "system" platform that will be the violation number on the issued NOL?

Response: The number that the images are logged and are associated with the event when entering the Contractor's System will be used as the violation number when issued from the Authority's Parking Violation Management system. The Authority must approve the violation number to confirm it does not interfere with existing violation numbers and must be formatted with the Authority's Parking Violation Management system.

16. **Question:** Regarding Section P, Violation Processing, sub-section #19, can the authority elaborate further on why an event would not be issued and how it should be managed and categorized in the contractor's violation processing system?

Response: If the event does not match Authority guidelines when not to issue, such as it is an emergency vehicle, or the plate is not clear. The Contractor must be able to have a preloaded list of rejection reasons that will be developed after the contract is awarded. A report must be made available showing the rejection reasons and the quantity for the set parameters. The rejected event must be held in the system for one year but the reporting data must remain for the term of the contract.

17. **Question:** Regarding Section P, Violation Processing, sub-section #19, how long from the date of violation capture should an event be maintained in the Contractor's Violation Processing system for reintroduction?

Response: Images must be retained for one year. Please explain reason for system reintroduction in your proposal.

- 18. Question:** Regarding Section P, Violation Processing, sub-section #19, since Duncan Solutions will be responsible for DMV lookup, does PPA anticipate that if a violation record does not return with a DMV-registered owner, these records could be reintroduced for plate or state mismatches?

Response: Correct, any plate or state mismatches will be dismissed in the Parking Violation Management system. The event will not return to the Contractor's System for re-key.

- 19. Question** Regarding Section N, Calibration Accuracy and Report Requirements, Sub Section #3, since the Contractor's Violation Processing System is required to track all violations from issuance through disposition, is it PPA's interpretation the Contractor's backend system will fully align with the PPA's system of record i.e., Duncan Solutions, post print-and-mail? If so, will the Contractor receive status updates regarding payments received and final dispositions rendered?

Response: There will be no communication back from the Parking Violation Management system to the Contractor's System.

- 20. Question:** Regarding Section N, Calibration Accuracy and Report Requirements, Sub Section #3, what is the frequency of the file exchanges to ensure system alignment?

Response: Contractor will not receive information back from the Parking Violation Management system. The Reports must show but are not limited to processing actions from capture to sending to the Parking Violation Management system. This includes but not limited to approvals, processing from Authority staff, rejections, system issues, and events lost due to camera malfunction.

- 21. Question:** Section P, Violation Processing, sub-section #5, seems to suggest that image cropping, scaling, and appropriate adjusting of brightness and contrasting of license plates will be performed manually by Contractor personnel and not by system automation. Is the expectation that all additional image cropping will be done by contractor personnel and not system software applications?

Response: Automated cropping and adjustments are permitted. Please explain in your proposal how the System will automatically handle.

- 22. Question:** Regarding the Part I, Introduction, section 12-3600 of bill 230489, does the expected camera-based enforcement include Bus Stop as well as Bus Lane obstructions and will both obstruction types be monitored in this opportunity?

Response: Yes.

- 23. Question:** Regarding the Part I, Introduction, the specific services related to violation processing, it is our interpretation that Duncan will print and mail the violation, and the Violation Processing Contractor will generate an approved violation template from their "system" that will be transmitted to Duncan and ingested for print and mail. In addition to the aforementioned, is it PPA's intention to issue a reminder letter and if so, will the reminder letter be issued in the same manner as the first notice? Additionally, how will PPA manage "Change of Address" and "Transfer of Liability" versions of notices? We assume they will also be created in the contractor's Violation Processing platform.

Response: Contractor is responsible for obtaining the violation information (time, date, location), photos, video, assigning a violation number, cropping the plate of the violating vehicle, and have the ability for the Authority to enter the plate number of the violating vehicle or rejecting the event. Once the plate is entered, all violation information, plate, photos, and video will then be sent to the Parking Violation Management system where DMV information will be obtained. Contractor will not be sending violation notices to the Parking Violation

Management system. All notices and correspondence will be created and issued by Duncan. Any Transfer of Liability or change of address will be done in the Parking Violation Management system.

24. Question: Regarding the Part II, Additional Information, Section 20, tab P, based on our experience with implementing Bus Camera Enforcement Systems, it is a standard industry practice to provide a respondent the capability to view information associated with a Violation, on a dedicated web portal, including but not limited to: a. review and download Violation images and videos of the types and in the quantities of images per observed event. b. review and download the Violation Notice. This practice is currently implemented for neighboring communities administering Mobile Bus Lane Enforcement. Will the contractor be responsible for providing this functionality?

Response: No, this functionality will be provided by the Parking Violation Management system.

25. Question: Regarding the Part II, Additional Information, Section 20, tab P, within the violation processing “workflow” system, typical industry standard requires a visual validation of the evidentiary images and video captured, including a comparison of the DMV record received, to ensure that the vehicle identified in the image, matches the record received back from the DMV. This defined process is designed to ensure the accuracy of capture and issuance. Will PPA consider expanding the scope of services for this RFP to allow the selected contractor to access the DMV record on the front end, which will streamline the violation processing workflow, by ensuring greater accuracy?

Response: No, DMV records will be provided by the Parking Violation Management system.

END OF ADDENDUM THREE