

SEPTEMBER 9, 2021



REQUEST FOR PROPOSALS (RFP) PUR 21-019R PARKING ACCESS AND REVENUE CONTROL SYSTEM (PARCS)

PROPOSALS WILL BE RECEIVED UNTIL THE HOUR OF 2:00 PM, THURSDAY,
OCTOBER 21, 2021 IN THE OFFICE OF THE CITY CLERK, FIRST FLOOR, CITY HALL,
425 NORTH EL DORADO STREET, STOCKTON, CALIFORNIA 95202-1997

REQUEST FOR PROPOSALS (RFP)
PARKING ACCESS AND REVENUE CONTROL SYSTEM (PARCS)

Dates and Times are Subject to Change

RFP INFORMATION	
PUR-21-019R	
Contact	Jeff Molloy
Email Address	stocktonbids@stocktonca.gov
Pre-Submittal Meeting	N/A
MANDATORY/ Site Tour	SEPTEMBER 30, 2021, 10:30 A.M. MARKET STREET GARAGE ENTER ON WEST SIDE
RFP Submittal Mailing, Delivery Address and Electronic Mail	Office of the City Clerk 425 North El Dorado Street, First Floor Stockton, CA, 95202-1997 city.clerk@stocktonca.gov (if applicable)
Due Date for Questions and Clarifications	OCTOBER 5, 2021
Due Date for Response to Questions/Clarifications	OCTOBER 7, 2021
RFP Submittal Due Date & Time	OCTOBER 21, 2021, 2:00P.M.
Short-List Interviews (if applicable)	N/A
Bid Security & Bonds	<input checked="" type="checkbox"/> Bid Security <input checked="" type="checkbox"/> Bonds
Labor Compliance	<input checked="" type="checkbox"/> DIR Registration <input checked="" type="checkbox"/> Contractor's License

NOTICE INVITING PROPOSALS

NOTICE IS HEREBY GIVEN that sealed proposals will be received no later than **Thursday, October 21, 2021 at 2:00 pm (local time)** by the City of Stockton, California for PARKING ACCESS AND REVENUE CONTROL SYSTEM – PUR 21-019R in strict accordance with the specifications.

The City of Stockton, herein after referred to as the “City”, is requesting proposals from firms or individuals, herein after referred to as “Proponent” to provide Parking Access and Revenue Control System (PARCS) to the City. The City of Stockton, hereinafter referred to as the “City”, is requesting proposals (RFP) from firms or individuals, hereinafter referred to as “Proponent,” to provide a PARKING ACCESS & REVENUE CONTROL SYSTEM (PARCS) for five (5) parking facilities located in the City of Stockton.

Each sealed proposal shall be marked "PROPOSAL" and shall indicate the project name, number, and proposal opening date, and shall be mailed or delivered to the address below at or before the hour stated. Each Proponent must be licensed in accordance with applicable California State Law. Proposers are hereby notified that the successful proposer and any subconsultant under them shall pay prevailing wage rates in accordance with the State of California Department of Industrial Relations. The successful Proponent shall be required to furnish a Labor and Material Bond and a Faithful Performance Bond, each in the sum of one hundred percent (100%) of the contract price. Said bonds shall be furnished by a company authorized to issue surety bonds in the State of California. On official forms furnished by City, said bonds shall be executed by the surety and contractor before or concurrently with the signing of the contract.

Proposal forms and specifications are available on the City’s website at

www.stocktonca.gov/eddbid. A MANDATORY PRE-SUBMITTAL MEETING is scheduled for September 30, 2021 at 10:30 a.m. Sealed proposals must be delivered to the Office of the City Clerk, City Hall, 425 North El Dorado Street, Stockton, CA 95202 unless electronic mail delivery to city.clerk@stocktonca.gov is applicable. Proponents will only be identified as responding to the RFP; no proposals will be opened or read aloud.

The City reserves the right to reject any/or all proposals received and re-advertise.

For questions about this project, please contact Jeff Molloy at stocktonbids@stocktonca.gov or (209) 937-8352.

ELIZA GARZA, CMC, CITY CLERK
CITY OF STOCKTON

Contents

1.0 BACKGROUND/SUMMARY..... 1

2.0 SCOPE OF WORK 1

3.0 PROJECT SCHEDULE OF EVENTS..... 35

4.0 SUBMITTAL REQUIREMENTS..... 35

 4.1 PROPOSAL GUIDELINES, CONTENT AND FORMAT..... 35

 4.2 COVER LETTER..... 36

 4.3 REFERENCES..... 36

 4.4 FINANCIAL STATEMENT 37

 4.5 CORPORATE STRUCTURE, ORGANIZATION 37

 4.6 PROPOSAL FEE 37

5.0 SELECTION CRITERIA & EVALUATION..... 37

6.0 CITY REQUIREMENTS 38

 6.1 CITY RESPONSIBILITIES..... 38

 6.2 LOCAL BUSINESS PREFERENCE..... 38

 6.3 MANDATORY/OPTIONAL PRE-SUBMITTAL MEETING 39

 6.4 TERM..... 39

 6.5 OTHER GOVERNMENT AGENCIES 39

 6.6 INSURANCE REQUIREMENTS 39

 6.7 APPLICABLE LAW..... 40

 6.8 METHOD OF PAYMENT 40

 6.9 NOTICE TO OUT OF STATE BUSINESS..... 40

 6.10 CONFIDENTIALITY..... 40

 6.11 PROTEST POLICY..... 40

 6.11.A Protest Procedure 40

 6.11.B Protest Review 41

7.0 GENERAL REQUIREMENTS, TERMS & CONDITIONS..... 42

 7.1 CONSEQUENCE OF PROPOSAL SUBMISSION 42

 7.2 ACCEPTANCE OR REJECTION OF PROPOSAL 42

 7.3 RIGHT TO CHANGE OR AMEND REQUEST..... 43

 7.4 CANCELLATION..... 43

 7.5 EXAMINATION OF PROPOSAL MATERIALS..... 43

 7.6 ADDENDA AND INTERPRETATION..... 43

7.7	DISQUALIFICATION.....	44
7.8	CONDITIONS IF WORK IS SUBCONTRACTED	44
7.9	LICENSING REQUIREMENTS	44
7.10	INDEMNITY AND HOLD HARMLESS.....	44
7.11	COMPETITIVE PRICING	45
7.12	AVAILABLE FUNDING	45
7.13	TERMINATION FOR CONVENIENCE.....	45
7.14	AUDITING CHARGES AND SERVICES.....	45
7.15	CHANGES.....	45
7.16	AWARD.....	45
8.0	PROPOSAL DOCUMENTS.....	8-1
	ATTACHMENT A – PROJECT SUBMITTAL CHECKLIST	8-2
	ATTACHMENT B- PROPONENT’S COVENANT.....	8-3
	ATTACHMENT C - NON-COLLUSION AFFIDAVIT.....	8-4
9.0	PROPOSAL EXHIBITS.....	9-1
9.1	Exhibit 0 - Technical Specifications	9-1
9.2	Exhibit 1 – Insurance Limits	9-2
9.3	Exhibit 2 – Sample Contract.....	9-3

1.0 BACKGROUND/SUMMARY

The City of Stockton, hereinafter referred to as the “City”, is requesting proposals (RFP) from firms or individuals, hereinafter referred to as “Proponent,” to provide a PARKING ACCESS & REVENUE CONTROL SYSTEM (PARCS) for five (5) parking facilities located in the City of Stockton.

2.0 SCOPE OF WORK

The City of Stockton is seeking sealed proposals from qualified Parking Access & Revenue Control System (PARCS) Proponent shall furnish, deliver, install and implement a Parking Access & Revenue Control System (PARCS) consisting of (but not limited to) the following sub-systems or components:

- Centralized Parking Facilities Management System
- Central Cashiering Equipment with POS Features (Add on Services)
- Automated Payment Stations
- Automated Barrier Gates
- Hosted PARCS Report and Management System
- Transient Ticket Validation & Multi-Use Coding System
- Proximity Access Control & Debit Value System
- Dynamic and Tiered Pricing System
- EMV P2PE Credit Card Transaction Processing System (PCI validated)
- Dynamic Space & Vehicle Counting System & LED Signage IP Network Intercom System
- ParkMobile or like app and NFC Payment Integration

The technical requirements for the project, as set out in this RFP, describe the system concepts, operational, technical requirements, and various procedures, but not limited to, the design, development, fabrication, programming, testing, installation, implementation, hosting, and on-going support of the parking, access and revenue control system.

The City of Stockton will accept proposals on the PARCS central system management software as “Hosted” by Proponent, only. Proponent to provide a systems schematic of the entire PARCS network, and P2PE EMV Credit Card Network within their proposal response.

None of the facilities have network infrastructure or hardware. Needed network infrastructure as well as hardware to support such network must be included in proposal response and will be the responsibility of the Proponent in delivering a full service turn-key solution. Network must be secure and will require that the Proponent demonstrate security.

The City of Stockton intends to enter a purchase contract for the total not-to-exceed amount based on the approved funding. The garages will be prioritized in the order listed below. Each facility is anticipated to take 2-4 months to complete PARCS replacement.

1. The City of Stockton parking facilities are identified and located at:

SITE	LOCATION	TOTAL SPACES	YEAR BUILT
Coy Garage	130 N. Hunter Street	569	2005
Market Garage	430 E. Market Street	782	1988
Stewart Eberhardt (SEB) Garage	15 N El Dorado Street	721	2001
Channel Garage	350 E. Channel Street	331	1976
Arena Garage	310 W Fremont Street	591	2004

Map Location



- A. Arena Garage
- B. SEB Garage
- C. Coy Garage
- D. Channel Garage
- E. Market Garage

Equipment Listing & Locations

- **Coy Garage**, located at 130 N. Hunter Street, has five levels of parking, and built in 2005. The garage has one point of entry/exit with four lanes of ingress/egress. The facility was built across the street from a 19-screen cineplex theater to serve movie goers, downtown employees, and residents. This is the most centrally located garage with the most extensive hours due to the movie schedules, typically 6:00 AM – 2:00 AM. There is a cashier booth upon exit where validations are expected for payment along with other currency/credit cards.
- **Market Garage**, located at 430 E. Market Street, a four-level parking structure that provides parking for approximately 780 vehicles. The structure was constructed in 1988 with points of entry and exit on two sides of the facility. The eastern side of the facility is accessed by Monthly parkers only both in ingress and egress. The Western side entrance has a cashier booth and a third lane that can be used as an entry or exit, depending on need. The garage is predominately used during a traditional business day by both monthly and short-term parkers. The garage may house residents in the future as more housing is developed/renovated in the area.

- **SEB Garage**, located at 15 N. El Dorado Street, is a seven-story parking structure built in 2001 and provides parking for approximately 720 vehicles. The facility provides parking for monthly and hourly parkers and serves as one of the main garages for jurors. Parkers can enter from two side of the garage, the west side is predominantly used for monthly parking. There are two cashier stations, positioned at each exit, each side with a third lane that can be used for ingress or egress, depending on need. PD staff use this garage, 7 days a week anytime of the day and night with monthly/key-card passes. Additionally, there is large percentage of traditional business hour monthly parkers typically causing a rush of exiting vehicles between 4:30 – 5:30 PM during the weekdays.
- **Channel Garage**, located at 350 E Channel with four levels of parking, housing 331 vehicles. There is one point of entry with one lane configured in each direction. The garage is used as a monthly only facility without a cashier, requiring a monthly pass/card key for access. There are also residential parkers in this facility.
- **Arena Garage** located at 30 W. Fremont Street, adjacent to the Stockton arena and single-A Baseball Park. The Arena garage has a capacity of 591 vehicles and was erected to support attendees of both the Arena and Ballpark. The facility has one point of entry/exit with four lanes of ingress/egress that can be converted as needed. The garage is a mass entry/exit facility given its event driven nature. There is a cashier booth at the entrance where fees are typically charged upon entry using hand-helds to allow for more points of sale. Exit is typically free egress with attendant guidance to help with traffic control in the area. Future plans for the facility include monthly programming and potentially moving juror parkers to this location with additional transportation to the courthouse. Currently the garage and surrounding lots sit predominately empty during traditional business hours. As occupancy continues to rise in the immediate downtown, this facility will be utilized as an alternative parking site.

Technical Specifications

System Description - General

- Each of the City of Stockton’s parking facilities, will contain industrial PARCS equipment used by daily transient parkers for short-term parking, monthly contract parkers, time of day permit parkers, business & administration visitors with validations, and/or special event parking (excluding Channel). ParkMobile and NFC (Apple Pay, Google Pay, Samsung Pay, etc.) payment application at all lane equipment is preferable.
- All EMV credit card transaction information will be transmitted by P2PE directly to the clearinghouse. The EMV credit card processing component of the PARCS must be able to function over a secure internet line. Provide a list of EMV Payment Processors and Gateways that may be selected to support EMV processing.
- The system must include a facility monitoring system to monitor the status of all parking control devices and for distributing remote commands directly to those devices.
- The system must include an electronic count system with occupancy sensing devices to provide real-time occupancy on a particular floor of each parking facility. The PARCS network will include a new space available monument style sign and individual lane totalizers that will maintain an accurate count of revenue

transactions in and out of the parking facility. Real-time occupancy at each parking facilities which may be made readily available to the public through the City website is preferable.

- The clock/calendar time for all PARCS lane and payment equipment will be synchronized to the network hosted solution.

Operating Conditions

- Equipment shall be designed, fabricated, and installed to operate effectively under the climate and conditions to which the equipment will be exposed in Stockton, CA. All equipment is for exterior use and will be exposed directly to weather, including cold, heat, rain.
 - a. Ambient Temperatures: 20°F to 120°F
 - b. Humidity: 0% to 95% (non-condensing)
 - c. Rain: Blowing Rain with 100 mph Gusts
 - d. Dust: Blowing dust and fine particles
- Without excluding other measures necessary to protect the equipment and keep it operating properly, proponent shall provide self-contained heating and cooling devices for the Parking Access & Revenue Control System. If these devices do not operate to The City of Stockton's satisfaction within the warranty period, they shall be repaired, or replaced with more effective devices by Proponent at no cost to the City of Stockton.
- It is recognized that certain parking control equipment may require special electrical power and grounding considerations. If required for the parking and revenue control equipment provided, the Proponent of the Parking Access & Revenue Control System shall include in the bid amount, the cost to provide and install voltage stabilization modules or devices to protect each component from normal voltage variations.

PARCS Functional Description

- The primary features of the Parking Access & Revenue Control System (PARCS) will be a data network to facilitate all parking transactions, including cash and credit card payments, proximity access card system, and QR/barcode and NFC for a fully integrated revenue control system.
- The entrance lane will be equipped at a minimum with the following:
 - (1) LED "LOT FULL"+"CLOSED" + Space Available (By Floor) Monument Sign
 - (1) Entry Control Station w/Voice Annunciation
 - (1) UPS Battery Backup
 - (1) IP Intercom sub-station
 - (1) Event QR QR/barcode Reader
 - (1) Access Card Reader
 - 1. Barrier Gate & Vehicle detectors
 - 2. Vehicle Detection Loops
- The exit lane will be equipped at a minimum with the following:
 - (1) Exit Control Station w/Voice Annunciation
 - (1) UPS Battery Backup
 - (1) Event QR or QR/barcode Reader

- (1) EMV P2PE Credit Card Reader w/NFC Capability
- (1) IP Intercom sub-station
- (1) Access Card Reader
 - 1. Barrier Gate & Vehicle detectors
 - 2. Vehicle Detection Loops
- IP Intercom to communicate within the hosted Stockton parking network. (no existing intercom system or infrastructure)
- The Proponent shall be responsible for assessing current access points and infrastructure and determine needed equipment for the new system.
- The PARCS lane devices shall retain an active transaction file in the event that communication between the lane device and the host system is interrupted. If communication is interrupted and re-established, upon reestablishing communication, the information within the lane device shall be communicated to the host and the database at the host system will be updated for all transactions that have been processed.

Automatic Barrier Gates

- Barrier Gates shall be UL Approved and labeled on the exterior of the cabinet.
- Barrier Gate shall display on the exterior of the cabinet a Model Plate indicating the manufacturers name, address, model number, serial number, main power supply, secondary power supply ratings, and amperage ratings.
- The Barrier gate shall provide an effective control to one-way vehicles in all traffic lanes. The barrier arm shall retract quickly in a vertical plane on a command signal from the lane device and return to the lower position upon a signal from a detector ("closing loop") located beyond the gate arm.
- Electronic sensor switches or variable motor measurement technology is preferred to mechanical limit switches to maintain consistent up and down stopping points of the barrier gate arm.
- Barrier Gates may be on-line to the hosted network and shall be capable of responding to remote "Raise", "Lower", "Open Lane" and "Close Lane" commands through a network device from a hosted network. A real-time status condition is required for all barrier gates.
- Barrier Gates shall transmit status messages to the hosted network to indicate "UP" and "DOWN" status and gate malfunction or alarm condition.
- The unit shall include a 10' (ft.) barrier arm made of aluminum construction and have reflective markings for visual awareness.
- The Barrier arm shall provide for a breakaway mounting flange design feature that can easily be replaced when disengaged or broken.
- The height of the gate arm shall be approximately 36 inches from driveway surface in the DOWN position.
- The Barrier Gate arm shall have a down strike safety feature. This feature activates automatically when an object is struck by the barrier arm during its descent. The barrier arm shall immediately reverse and return to the UP

position without damage, and remain up from 2 to 60 seconds, until automatically reset by an internal variable control timer. The sensory function shall be initiated by sensing the internal mechanical action. The external mounting of tubes, wiring, and electrical devices on the gate arm shall not be acceptable.

- The Barrier Gate shall remain in the up position so long as a presence is detected on the closing loop.
- The Barrier Gate arm shall return to the down position after a programmable period if vehicle passage through the gate is not completed and there is no vehicle presence on any detector loops in the lane.
- If a Barrier Gate remains in the up position when there are no vehicles detected on the lane loops, the gate shall send an alarm signal to the hosted network.
- If a Barrier Gate remains in the up position for more than sixty (60) seconds without completing a vehicle entry sequence, the gate shall send an alarm signal to the hosted network.

Vehicle Detection Loops and Vehicle Detectors

- Vehicle Loop Detectors shall be installed for barrier gates, Entry and Exit Control Stations, vehicle lane counting and for any other device that requires vehicle detection input to function as a complete system.
- Regardless of quantities detailed in this RFP, Proponent shall install enough vehicle detectors to provide the controls necessary to meet the overall system functions described in this RFP.
- Proponent shall use care and diligence in making saw-cuts to avoid contact with, or exposure of, embedded concrete reinforcement or cabling.
- The vehicle detection loop wire installed by the Proponent shall be complete and terminated at the end wiring point without breaks or splices.
- Proponent shall use care and diligence in locating embedded loops to avoid interference from other metal objects, including engineered saw-cuts, clean-out, backer-rod and traffic grade loop sealant applied in a professional manner.
- Approved loop sealant must be used to provide weather and moisture protection for the loops.
- Proponent shall repair any damage to concrete curbs or islands resulting from the installation.
- PARCS Proponent shall install in-ground PVC vehicle detection loops where required at the entry and exit lanes.

Uninterruptible Power Supply (UPS)

Proponent shall provide the following:

- A single UPS unit, appropriately sized, shall support all devices at an individual exit lane with the exception of cashier booth HVAC units. UPS

units that supply conditioned and back-up power to multiple components are required to minimize maintenance.

- Conditioned/emergency power through the TCP/IP-enabled UPS units shall be provided at all facilities to protect components from loss of power, power spikes, and power sags at all entry and exit lanes.
- UPS battery back-up for all lanes shall be sized to last sixty (60) minutes.
- An on-line, solid state UPS shall provide both backup power and transient surge protection. The Proponent is alerted to the fact that there may be a number of power distribution panels providing electrical service to each island.
- UPS backup requirements for each of the locations where UPS backup is required.
- The City of Stockton shall review and approve the UPS units to be provided by the Proponent.
- The Proponent shall test all UPS system components during the Site Acceptance Tests for each parking lane/facility.
- The UPS shall be sized with a 20% spare capacity minimum.
- The UPS shall consist of a power module, storage battery and a battery disconnect switch.
- The UPS shall have a lockable weather resistant UL designation suitable for outdoor mounting.
- All UPS units shall be SNMP compatible to allow automated notification when battery power is activated, or the battery levels become critically low. On-line communication using an appropriate UPS monitoring software application shall be provided on one or more workstations with user selectable options to view the status of each individual installed UPS unit.
- At a minimum, the monitoring software shall display the operational status of each UPS unit (line/battery, online/offline) and generate alarms in the event the UPS unit's battery power is activated, becomes low or is completely exhausted.

Entry Control Station

- The Entry Control Station (ticket issue device) shall include an IP Intercom substation, to be provided by the Parking Control Equipment Proponent. The unit shall have a minimum capacity of 4,000 transient tickets.
- Entry Control Station shall be on-line to the hosted network and shall communicate the operational status of the device and any exception transactions as identified in this section.
- The issue of a transient print-on-fly ticket shall be controlled by a vehicle detector loop presence located within the entry lane adjacent to the Entry Control Station. Upon detection of a vehicle, the Entry Control Station shall activate a customer push-button, QR/barcode Reader, and/or Proximity Access Card Reader.
- The Entry Control Station shall encode and print the QR/barcode on the back of the print-on-fly ticket with a unique facility code, device ID

number, Transaction number, Ticket number, rate/tariff structure, and entry date/time (including the year). The device ID number and entry date/time shall also be printed on the face of the ticket in a readable format.

- The Entry Control Station shall contain the following additional operating features:
 - a. Utilize visual instructions for parkers to understand the sequence to obtain a ticket.
 - b. Intuitive parker interface with a monitor/screen containing pictographs as necessary to assist the parker through the entry process.
 - c. All static text shall be in English language with universal icons and graphics.
 - d. Integrated and on-line within the PARCS network utilizing TCP/IP networking.
 - e. QR/barcode Reader for system validation, coupons, vouchers, ParkMobile APP, and for any future QR/barcode applications.
 - f. EMV P2PE Credit Card readers with display integration for process functions. EMV reader to also provide for NFC payment options.
 - g. Illuminated ticket slot.
- Back-Out Ticket:
 - a. If the vehicle backs out of the lane after a ticket has been issued, but the ticket remains in the transport opening of the Entry Control Station, the ticket transport shall immediately retract that ticket, void the ticket by encoding the QR/barcode, and print.
 - b. "Retracted" or "B/O" on the face of the ticket.
 - c. The Entry Control Station shall then transport the ticket to a bin located within the locked cabinet for storage of Retracted or Service tickets.
 - d. A message shall be immediately transmitted to the hosted network, identifying the ticket number as a "Retracted Ticket." The message shall include the device ID number, date/time of the event, and transactional sequence number.
- The time shall be field programmable to print in either military or AM/PM format.
- The unit shall be provided with heating, cooling, thermostats, etc., as required and of adequate size and tested by the Manufacturer, to ensure satisfactory operation in the environmental conditions at the installed location.
- Off-line Operation and Recovery of Transaction Data:
 - a. The Entry Control Station shall be capable of operating independently of the remainder of the system in the event that communication with the hosted network is lost. The Entry Control Station shall maintain an internal record of all normal transactions

and ticket serial numbers issued. This data shall be transmitted to the hosted network upon restoring network communications.

b. If communication with the hosted network is lost, the Entry Control Station shall store a minimum of 200 Stolen Ticket or Back-Out Ticket events that occur during the communication failure. This includes any such events that had not yet been transmitted to the hosted network at the time of the communication failure.

c. When communication is restored, the Entry Control Station shall automatically transmit all Stolen and Back-Out ticket transaction information not previously transmitted to the hosted network. This transmission shall include the last transaction sequence number transmitted before the communication failure in order to establish continuity.

Exit Control Station

- The Exit Control Station (no cashier) shall be installed to allow customers to process their entry tickets and pay by credit card or by a validation credential.
- The Exit Control Station shall be similar in size to the Entry Control Station.
- The Exit Control Station shall be capable and programmed to perform automated processing of credit card exit transactions and pre-paid tickets, and system encoded validation tickets.
- The Exit Control Station shall include a two-line visual display capable of being programmed to automatically provide visual prompts at each step in the transaction process and for other likely events, such as insertion of the credit card before insertion of the ticket. Minimum character height for the display shall be 3/8 inch.
- The Exit Control Station shall include a programmable/recordable voice annunciation capable of automatically delivering audible message prompts at each step in the transaction process or in response to likely deviations.
- The Exit Control Station shall include QR QR/barcode Reader for system validation, coupons, vouchers, ParkMobile APP, and for any future QR/barcode applications.
- The Exit Control Station shall include EMV P2PE Credit Card readers with display integration for process functions. EMV reader to also provide for NFC payment options.
- The Exit Control Station shall be on-line with the hosted network.
- The Exit Control Station shall be capable of functioning in two (2) modes simultaneously:
 - Mode 1 Processing credit card payment of an entry ticket ("ticket in / credit card out")
 - Mode 2 Processing of a pre-paid ticket to open the gate. The ticket can be pre- paid at the Automated Payment Station or Central Cashier Station

or encoded for exit, by a combination of chaser ticket or validation tickets, chaser ticket or by a one-time use pass.

- hosted network

Proximity Access Cards

- Proponent shall provide an initial supply of 2000 HID PROX Card II Access Cards.
- Proximity Access Cards shall be blank white stock and include the printed sequential serial number on the front face.
- The Facility Site Code shall be provided by the City of Stockton.
- Serial Number encoding shall be from 0001 – 2000.

PROX Card – Monthly Access Control System

- The Proximity Card Access Reader is designed for vehicle access installations where a mid-range read environment is desired. Read range shall be a minimum of 12 inches from the front face plate.
- Expandable design capabilities to add additional external Proximity Readers, therefore providing for site configuration flexibility in the future.
- All-in-one design
- Network connectivity to PARCS lane controller and application software module supporting, TCP/IP, RS232, RS485 and Wiegand protocol.
- Card Access Software Module must provide a Positive Posting of Cardholder Account Payments
- All payments made to a cardholders account are posted in real time and will make that card or cards available for entry or exit immediately.

Intercom System

- Proponent shall provide a turn-key IP intercom system that consists of a minimum of FOUR (4) host desk top intercom stations and an integrated microphone and speaker at each designated garage.
- The intercom substation shall be a push-button intercom such that in the event a Parker needs assistance. The button can be pushed, and a connection established between the field location and any host intercom station.
- The intercom system shall utilize secure VOIP and be programmable to communicate to outside voice devices such as a land telephone or mobile phone.
- The intercom communications program tree shall be configured to dial direct to multiple IP command desk consoles located in the City of Stockton with roll over capabilities to sequential City of Stockton, or mobile phone contact points. The intercom base station shall be equipped to display the physical location of the incoming intercom call.

- Once activated, two-way communication shall be possible, and the intercom line remains open until the parking staff member terminates the call.
- It shall be possible that if one intercom is open, and a second call comes in, the Parking Manager shall be able to place the first call on hold and answer the second call.

Dynamic Space Count System (DSCS)

- The Dynamic Space Count System (DSCS), shall be integrated into the PARCS to identify the available parking spaces within the parking facility. The DSCS shall consist of the vehicle detection devices or sensor devices field located to accurately identify occupancy to a floor, sector, or zone, and at each entry and exit lane for accurately detecting vehicle traffic flow.
- Accurate detection of vehicles is the primary objective of the DSCS. Due to the inherent inaccuracies associated with in-pavement inductive loop detectors for counting vehicles, the Proponent shall propose the use of advanced vehicle detection technologies available today. In-pavement inductive loop detectors are only to be used in entry and exit lanes. Surface mounted loop detectors that are applied to the slabs with an adhesive strip will not be accepted.
- The DSCS shall obtain an Input/Output (I/O) pulse from PARCS lane equipment at entry and exit lanes or sensor devices placed at ramp locations.
- The sensor count inputs shall be transmitted to the DSCS Controllers and shall process the data on a real-time basis. The data management and processing shall consist of identifying the I/O data to a corresponding add or subtract input register and comparing the I/O vehicle counts against a predetermined number of parking spaces within each identified floor, zone, sector or surface lot.
- The Dynamic Space Count System (DSCS) shall be a central cloud-based management solution of components to allow all count levels to be monitored and manually adjusted from the web application.
- Display the occupancy levels in real time on the application.
- Adjustments and target limits shall be configurable within the web-based application.
- API 3rd Party interface portal available with security levels
- Deploy/Export count information in CSV format for custom report design/data manipulation.
- Provide Automated email alerts – hourly count status or Facility Full alerts
- Communicates with up to 255 count signs: static and variable message.
- Proponent shall design, furnish, and install any additional infrastructure that the DSCS requires.
- All mounting hardware for the Dynamic Space Count System (DSCS) that are part of the DSCS including any overhead mounting structures required on the ramps ascending to and descending from the roof levels of the

parking garage shall be provided by the Proponent. Any penetration of concrete surface shall require the approval of the City Engineer prior to saw cutting, drilling, or other type of penetration.

- Provide an API Integration to upload parking availability in real-time for public viewing as well as a Proponent provided Mobile application. The DSCS shall be fully automated with no City intervention required under normal operating circumstances. While in operation, there shall be allowances for manual adjustments and override of the DSCS via the workstations, including but not limited to:
 - a. Establishing the initial number of parking spaces on each level of the parking garages and within each parking facility
 - b. Setting parking space variance values
 - c. Manual control of all parking space count dynamic signs
 - d. Adjustment of the number of spaces available on each parking level and within each parking facility
 - e. Reconciliation after a survey or inventory.
- For each parking facility, the system shall receive input from the PARCS at each entry lane. As a vehicle enters a parking facility, a valid entry transaction shall cause a signal to be sent to the DSCS controller and subsequent software interface. The DSCS shall record the event and decrement by one count the number of available parking spaces. At an exit lane, a valid exit transaction shall cause the number of available spaces within the parking facility to increment by one.

LED Dynamic Space Available Signage

- The DSCS shall interface and include LED dynamic signs for each parking facility.
- All DSCS dynamic signs shall be LED type. The sign types include:
 - a. Facility Open/Full/Closed Sign – dynamic signs on approach roadways or at entry plazas that depict the status for each facility by displaying “OPEN” in green or “FULL” or “CLOSED” in red.
- The DSCS software shall control the message that is displayed on all signs.
- The DSCS shall allow the City to override the status displayed and to change the predetermined occupancy number that triggers a change from one sign display to another displayed status.

Cashier Station – Central Station (Garage Office) or Exit Lane Fee Computer

- Cashier Station shall be onhosted network the hosted network with real-time access to reports and status of each cashiering station.
- The electrical and communication connections from all peripheral devices, printers, and scanners to the Cashier Station shall be tamper-resistant and shall not use accessible plug-in connections.
- The Cashier Station shall automatically compute parking fees based on duration of stay upon insertion of a QR/barcode ticket that is encoded

with the entry date/time, facility code and a rate code from the issuing Entry Control Station. The ability to “ADD” additional service fees by a field programmable manual button is required.

- Detail fee transaction report will be included on shift reports and general totals reports also.
- The Cashier Station shall include an industrial power supply with a secure wire connection compartment, thermal industrial receipt/report printer, cash drawer & note tray and customer fee display.
- A minimum of 999 attendant access I.D. numbers shall be available simultaneously to establish individual accountability for each cashier and prevent transactions by unauthorized persons. Cashier can only be logged onto one piece of equipment at a time.
- The Cashier Station shall include attendant register banks to provide individual audit data for minimum of 10 attendants per day without clearing totals. Each category shall include English text category headers. Each attendant's report shall include at a minimum:
 - a. Attendant number
 - b. Shift sequence number
 - c. Log off date/time (shift start)
 - d. Log off date/time (shift end)
 - e. Starting non-resettable transaction number
 - f. Ending non-resettable transaction number
 - g. Starting non-resettable grand total fees amount
 - h. Gross fee amount for shift
 - i. Net fee -cash transactions
 - j. Net fee -regular credit card transactions
 - k. Net fee -manual credit card transactions
 - l. Net fee -internal debit card transactions (if implemented)
 - m. Validation discounts total
 - n. Fee adjustment amount (insufficient funds)
 - o. Amount of fees for cancelled transactions (cancelled after display of amount due)
 - p. Amount of fees for non-revenue badge transactions
 - q. Amount for voided tickets
 - r. Total number of transactions
 - s. Total number of cash transactions
 - t. Total number of regular credit card transactions
 - u. Total number of manual credit card transactions
 - v. Total number of internal debit card transactions
 - w. Total number of validations
 - x. Total number of fee adjustment transactions
 - y. Total number of cancelled transactions (cancelled after display of amount due)
 - z. Total number of Non-Revenue Badge transactions
 - aa. Total number of void transactions
- An electronic Journal shall provide hard-copy documentation of each transaction as it occurs.
- Customer Receipts:

- a. Issue of receipts shall be programmable to issue on demand via a "receipt" key or issue automatically upon the completion of each transaction at the owner's option.
 - b. Receipts shall include the following information: facility name, date/time in, date/timeout, amount paid, transaction number, attendant I.D. number, and rate code.
 - c. Receipts for credit card transactions shall include only the last four (4) digits of the credit card number and no expiration date.
 - d. If programmed to issue on demand, a receipt shall not issue after the vehicle has left the lane as indicated by passing over and clearing the detector loops.
- The Cashier Station shall be capable of accessing and applying a minimum of six individual rate structures; all field programmable.
 - The fee structure shall be initially set up by the Proponent according to City requirements. The fee structure shall be locally programmable to facilitate change.
 - The Cashier Station shall provide a minimum of 200 programmable validation accounts each of which can independently be programmed to simultaneously provide time-off discounts, dollar amount discounts or full value discounts, percentage off or fixed fee.
 - The Cashier Station shall provide interactive messages on a display screen to prompt the cashier through each step of programmed transactions and to provide other messages and instructions as described in this section.
 - The Central Cashier Station shall automatically transmit completed transaction information, designated exception transaction alarms, shift start and end data, and equipment status information to the hosted network on a real-time basis.
 - The Central Cashier Station shall automatically receive and store information from the hosted network and control commands issued from the hosted network, including periodic time synchronizations, Stolen Ticket / Back-Out Ticket lists and any other exception transaction lists processed.
 - Any shift can be suspended (with security access), without being fully closed, to allow another cashier to operate the Central Cashier Station under a separate shift.
 - Another cashier can initiate and operate a shift, using the standard shift-start and shift-end process, while the initial shift is suspended.
 - Up to six (6) incomplete shifts may be stored as suspended shifts on a Central Cashier Station, including any shift that may be open.
 - Suspended shifts are resumed by, pressing the Start Shift key, followed by insertion of the corresponding cashier ID and entry of the proper password for that ID as prompted by the Central Cashier Station display. Resumed shifts would then be closed normally. All suspended shifts are automatically closed at virtual midnight by the hosted network in order to close daily business records.

- Supervisor with proper authorizing password, shall be capable of closing any suspended shift but shall not be capable of resuming and operating a suspended shift.
- Any Cashier Station shall provide the capability to encode cashier ID with a Supervisor password that is authorized for that function.
- Exception Transactions
 - a. The Cashier Station shall be capable of processing the following exception transactions:
 - a. Ability to issue refunds in cash, back on credit cards, or proximity cards.
 - b. Lost Ticket - Processed using substituted blank exception ticket stock.
 - c. Insufficient Funds - using original ticket or in combination with other transaction categories, including Lost Ticket.
 - d. Damaged Ticket -using substituted blank ticket.
 - e. Unreadable Ticket (encoding cannot be read properly) - using original customer ticket.
 - f. Blank Ticket (no encoding on ticket) -using original blank ticket.
 - g. Voided Tickets.
 - h. Illegal Tickets (Stolen, Back-Out or Foreign Tickets):
 - Foreign Tickets (Foreign or Swapped)
 - Stolen and Back-Out Tickets
 - Non-Revenue Badges
- Credit Card Transactions
 - a. The EMV credit card processing shall be configured in such a manner as to expedite the processing sequence securely. The P2PE transmission shall bypass a central location, such as the host computer or servers that recognize the credit card process occurring at the cashier level and directly forward the encrypted data to the clearinghouse.
 - b. Credit card transactions shall be transmitted to the clearinghouse at the time of transaction. Authorization from credit card transactions, from swipe or insertion to authorization shall not exceed six seconds.
- The selected Proponent shall be responsible for integrating and supporting the communication system desired by The City of Stockton for establishing the connection between PARCS and the Bank clearinghouse merchant processor. The communication system shall be a secure internet connection. The Merchant Processor and platform will be provided by The City of Stockton to the selected Proponent for interface responsibility.
- Proponent shall provide a copy of PCI-CISP Certification of all System components, 3rd Party integration, parts, software, and equipment in proposal.

- Process credit card transactions for credit cards authorized by the owner.
- System shall accept ParkMobile QR codes, validation coupons, chaser tickets, or other credential for partial or full payment of parking fee.
- Provide an efficient means of automatically reading all credit card technology; magnetic stripe, EMV, NFC or other when required to convert technology.
- Perform a standard validity check on the number sequence before proceeding with the transaction.
- Submit the credit card information and the fee amount for authorization via P2PE to obtain an approval from the clearinghouse directly. The EMV credit card processing component of the PARCS must be able to function over a secure internet line. Provide a list of EMV Payment Processors and Gateways that may be selected to support EMV processing.
- The Cashier Station shall be capable of limiting the amount of a credit card transaction that can be processed when the cashier is unable to obtain an approval number due to a communication problem with the hosted network or credit card clearinghouse.
- The Cashier Station or ancillary device for printing credit card receipts shall be a "high speed thermal" printer capable of printing a set of two credit card receipts in less than three (3) seconds.
- The Central Cashier Station and supporting system shall be capable of consistently processing credit card transactions, from the time of the insertion of a valid credit card to the time the receipt printing is completed, in no more than six (6) seconds.
- The Central Cashier Station and supporting system shall be capable of processing with a continuous open line to the clearinghouse or via secure internet connection which would allow instant communication without waiting for the dial-up process.
- The system shall be programmed to accept credit cards when a communication failure prevents real-time authorization of credit card charges.
- When such option is engaged, all credit card transactions that pass the basic validity check on the credit card number, shall be accepted by the revenue control system as authorized transactions and allowed to process to completion.
- System shall have the additional option of limiting the number of charges that can be accepted under these conditions.
- Any charges which exceed the designated limit will be rejected and the Central Cashier Station shall display an "OVER LIMIT" message. The transaction shall be completed as a normal transaction paid by another mode of payment.
- Any credit card transactions not acknowledged or rejected by the credit card clearinghouse during normal operations or as the result of the restoration process after a communication failure, shall be available on a pre-formatted report of un-reconciled credit card charges for a period

specified by the Operator when generating the report. The default period for the report shall be the full accounting day of a selected date.

- All credit card data is to be encrypted so that no person operating or using the system can obtain a complete credit card number and all components, pieces, software, and data transmission must be certified as PCI compliant by the manufacturer.

Cashier Station Fee Display

- An LED Patron Fee Display shall be used to indicate the fee from the Central Cashier Station to paying parkers. The display shall indicate time, amount of fee and change (whenever the change feature is engaged). It shall be located next to the Central Cashier Station desktop for easy viewing to the parker.
- The control input shall be a low voltage D.C. signal input from the cashier terminal and with an internal power supply with a built-in logic conversion. The indicated fee characters shall be 2 inches' minimum in height and shall be easily visible under direct sunlight or artificial light. The fee display shall be protected with an impact proof window. The fee indicator cabinet shall be constructed for easy installation and access of the display unit.
- It shall be supplied with a control cable and line voltage power cord of the correct size and length such that all electrical connections can be accommodated within conduit.
- The electrical and communication connections to the Fee Display shall be tamper-resistant and shall not use accessible plug-in connections.

Virtual Server Environment & Associated Systems

The City of Stockton - hosted solution shall provide for the following:

Proponent shall provide:

- Solution shall provide The City of Stockton the capability to install and integrate the solution with existing systems and data (ex. Parkmobile, City website, etc.), and manage end-users and data.
- Application response time must be demonstrated to not exceed 5 seconds on average to load any system form or display (10 Gb/sec).
- Solution shall provide The City of Stockton the scalability, adaptability, and customization needed to match evolving business needs and processes. Customization capabilities must be robust and flexible.
- Hosted solution shall provide browser-based interface and mobile access using industry standard device and browser combination
- Solution shall support Secure Socket Layer (SSL), data encryption during transmission, and security protection features that prevent unauthorized access to The City of Stockton data.

- Solution shall include the services and support required for installation, integration, testing, and maintenance.
- Proponent shall detail the Total Cost of Ownership/Maintenance/Support over three, five, and ten-year periods. (Must include labor to install firmware, software updates, and security patches as necessary.)

Authentication

- Access to functions should be limited by assigned user roles.
- User ID and password shall be required to access the applications with lockout controls as auto log-off to frequently change passwords.
- System should allow SAML authentication for assigned users using Azure Active Directory.
- System should have ability to integrate with API's to other systems.

System Security

- Proponent shall provide essential security based on access levels. Functions and screens should not be displayed or accessible unless the user has the necessary level of security. For example: A cashier batch should only be accessible to the cashier that opened the batch and others based on security level. Shall allow for user configuration of role privileges and specific individual overrides of standard role security privileges, by City.
- Segregation of duties should be an integral internal control, so that a single individual cannot have access to divert resources.

Mobile/Web Applications

- Proponent shall provide a web application optimized for mobile devices and City website so that staff and visitors can locate parking lots and garages, and determine if space is available in real-time. Ideally, the mobile parking application will be included in the official mobile application for the City of Stockton.
- For parking lots/garages requiring a payment to park, the mobile web application or native application will provide user the ability to pay via their mobile device. The mandate is that no payment card information will be stored on any City of Stockton systems at any time.
- Mobile application should include the ability for a user to update their account or parking permit profile at any time.
- The 3rd Party Mobile Application from ParkMobile shall be fully integrated to allow patrons to utilize their mobile device at all PARCS lane equipment for transient entry access and time-based transient payment at the exit stations.
- PARCS system should have the capability to interface with other third-party programs such as Smarking, Parking Panda, and Passport Parking, or the like.

Hosted Solution and PARCS Software

- hosted solutionThe hosted solution shall include all necessary components, peripherals, software and software licenses (as required by the PARCS Proponent) to provide full support to the revenue control system and to facilitate use of the system by the owner or designated operator.
- If solution includes web-based application, all interface and control functions involving manual input from an operator shall be available via a secure IP address with proper password control, from any internet capable device.
- Any interface and control functions involving manual input from an operator shall be available, with proper password control, at any internet connected device to the web-based application.
- The hosted solution shall:
 - Report filters and printing options shall be made available as multiple reporting and storage formats such as HTML, WORD, EXCEL, PDF, CSV or Text, XML or image.
- Provide both display and printing capabilities for all screens and reports.
- Print operational and accounting reports to include, at a minimum the Event log with operator selected events to print including selectable and protected default set
- Revenue and transactions by each category at the smallest category increment, including validation accounts.
- Total fee before discount and adjustments
- Net cash collected (to be accounted for)
- Incomplete credit card transactions.
- Daily consolidation of revenue and transactions by lane and shift – grouped by lane number.
- Credit card transaction detail reports – by transaction.
- Credit card batch reports for reconciliation.
- Credit card exception reports for incomplete or rejected credit card transactions.
- Statistical lane volume reports for tracking activity by lane by hour by day of week.
- Historical facility loading reports (vehicle accumulation) extractable from stored data. Includes the capability of extracting occupancy levels by hour for specific days.
- Facility for tracking receivables, including bad checks and incomplete credit card transactions.
- Monthly Reports shall include:
 - a. Revenue & transactions by date and lane
 - b. Transaction volume by lane
 - a. Transaction volume by time of day

- b. Ticket analysis – distribution by value and length of stay
- Incorporate flexible report configuration capabilities that allow simplified development of specialized reports by the City.
- Allow any and all data fields on a query screen to be used as query criteria.
- Allow partial word or wild-card character searches in any data field.
- Allow up to three (3) sort criteria using any of the data field on the screen.
- Allow a search and extraction of data for any contiguous period using dates and/or date-time combinations as parameters.
- Provide a utility for archiving data externally on an external electronic media approved by the owner.
- .
- Provide password protection for all access to hosted network functions utilizing a full matrix, which allows assignment of access authority to each function on an individual basis and by access groups. The use of access groups is provided as a convenience and shall not restrict assignment of access selections on an individual basis.
- Automatic processing of daylight savings time commencing and ending with proper rate calculations of parker tickets affected by change in daylight savings time and/or standard time.

Software Licenses

- Proponent shall provide City with licensing structure and customer rights. Customer rights must be included and permanently given to City upon purchase.

Software Upgrades

- Copies of all software (and software updates/upgrades made during the warranty period) must be provided to The City of Stockton at the conclusion of the warranty period.
- All software and all software updates/upgrades shall be provided to The City of Stockton for a minimum of FIVE (5) years at no cost, including PCI compliance P2PE PA-DSS certified compliant credit card software. The PARCS Proponent shall provide normal software improvement releases (updates when they become available or as delivered to other clients - whichever comes first.
- Where software problems are identified by The City of Stockton and are agreed to be minor, that is not affecting the entry/exit process by all patrons, payment, or revenue reporting functionality, these problems shall be corrected in a new software release and available at no cost to The City of Stockton within THREE (3) months of notification.
- All components in the solution shall be upgraded and maintained at the current level to ensure security.

Validation Coding System

- Proponent shall provide the ability to create, process, and track multiple forms of fee discounts and validations electronically in the system.
- Proponent shall provide QR validation system whereby The City of Stockton and any of its designated employees, may discount a parker's parking fee by recoding their parking ticket manually and/or issuing a QR/barcode voucher.
- All field devices (Entry Control Station, POF Stations, Credit Card Only Stations, Fee Computers, Central Cashier Stations, and Exit Control Stations) shall be capable of accepting validations, pre-encoded event passes, temporary multi- day access cards, or other encoded media through the ticket slot or QR/barcode reader.
- All validations shall be able to be set with an expiration date or time-period of validity after which they automatically expire and become invalid in the system.

Credit Card Processing

- All EMV credit card transaction information will be transmitted by P2PE directly to the clearinghouse. The EMV credit card processing component of the PARCS must be able to function over a secure internet line. Provide a list of EMV Payment Processors and Gateways that may be selected to support EMV processing.
- For the processing of credit card payments, The City of Stockton has an existing merchant services contract.
- The Proponent will be required to interface directly to this platform upon system installation. No additional software or programming fees will be accepted.
- The City of Stockton will require EMV P2PE technology for all EMV credit card readers and NFC mobile reader acceptance.

Credit Card Payments and Compliance Questions

- Describe in detail and provide a flowchart of the entire P2PE EMV Credit Card systems and process including all third-party appliances and software.
- Is the process for credit card processing PCI DSS and/or PA-DSS compliant? Describe your cardholder processing systems' Payment Card Industry (PCI) Payment Application.
- Does the implementation, including any required auxiliary servers, store the card holder PAN on hosted servers for any length of time at any time during the credit card payment process?
- Please provide information on where The City of Stockton can verify your application and/or payment gateway compliance - on the PCI Standards validated payment applications list or on the VISA's Global Registry of Service Providers – PCI DSS Validated Entities compliance list?

PCI Compliance/Safeguarding Obligations

- All EMV credit card transaction information will be transmitted by P2PE directly to the clearinghouse. The EMV credit card processing component of the PARCS must be able to function over a secure internet line.
- Proponent to provide a list of EMV Payment Processors and Gateways that may be selected to support EMV processing.
- The Proponent shall provide the P2PE EMV system certification which meets with all applicable Payment Card Industry Data Security Standards (“PCI Standards” and PA DSS standards) and Proponent shall agree to defend, hold harmless, and indemnify The City of Stockton, its designated representatives and their officers, agents and employees, from all claims, liabilities, damages, or judgments, including costs and attorney fees, which arise as a result of a Proponent’s failure to meet any of its obligations under its contract with the City and also agree to comply with the insurance requirements of The City of Stockton.
- Proponent shall fully cooperate with The City of Stockton in all reasonable requests related to PCI Standards compliance and data security/data breach issues.
- Proponent shall submit a copy of its annual certification of PCI or PA DSS compliance or provide a notification of compliance as shown on the Visa’s Global Registry of Service Providers-PCI DSS Validated Entities compliance list.
- To the extent the Contract which may be awarded by this RFP will allow the Proponent to have access to customer information, as that term is defined in 16 C.F.R. §314.2(b), which is required to be protected under the Gramm-Leach- Bliley Act (15 U.S.C. §6801-6809) as well as credit card information received in the course of business by The City of Stockton, then the Proponent agrees to comply with and adhere to the terms and provisions described in General Terms and Conditions which shall form a material part of the awarded RFP.
- Proponent shall provide a copy of PCI-CISP Certification of all System components, 3rd Party integration, parts, software, and equipment in proposal.

Custom Print-On-Fly Ticket Supply

- Proponent shall provide an initial supply of approximately 4 million print-on- the-fly QR/barcode entry lane tickets.
- City shall provide artwork and ticket text to the Proponent.
- The format of the print-on-fly tickets and ticket text shall be submitted to the City for approval prior to implementation.
- Proponent shall provide a list of all ticket manufacturers, along with contact information, who are considered to be certified by the equipment manufacturer and the Proponent, to be acceptable as sources for future paper stock. Purchase of future print-on-fly paper stock shall specifically not be limited to the Proponent and its internal sources. If Proponent is unable to provide an external source for acceptable ticket

stock, Proponent shall be obligated to research potential ticket manufacturers to identify an acceptable source.

Installation & Acceptance

Inspection

- Inspect setting surfaces, power wiring and conduit installation for equipment and report immediately in writing to The City of Stockton, as required in the General Conditions, including any conditions of Related Work which are unsuitable for proper execution of this Work.

Installation

- Install PARCS in accordance with Manufacturer's recommendations and the approved shop drawings.
- Include training and assistance to The City of Stockton with interfacing the PAR CS with The City of Stockton web site for real time parking facility occupancy status.
- Installation shall be by factory-trained technicians experienced in installation of PARCS equipment of this type. 1-year minimum with company.
- Installation Plan and Schedules shall be coordinated with The City of Stockton representative to minimize disruption to ongoing parking operations. At a minimum, Proponent shall comply with the following limitations:
 - a. No lanes can be out of service on all scheduled Event Days.
 - b. One entry and exit lane must be open to the public at all times.
 - c. Proponent shall provide The City of Stockton with an initial Installation Plan prior to the Notice-to-Proceed is issued.
 - d. The Installation Plan will describe the sequence of equipment installation and lane closures, including the expected duration of closures in a PARCS Schedule.

PARCS Proponent to Furnish

- The parking systems Proponent shall furnish and install a completely operational Parking Access & Revenue Control System with all necessary hardware, software and interface components required to make that system fully functional and compliant with the RFP requirements.
- Proponent must assure that the system will be complete in every aspect, including all equipment and accessories necessary to perform the functions of the specified systems, and revenue control functions regardless of whether those necessary components, devices or software are specifically identified in this RFP. The complete system shall be installed, wired, connected, tested, and left in first class operating condition.
- Unless approved in advance by The City of Stockton, primary parking, access control and revenue control equipment including barrier gates, payment terminals, and any lane controllers must be supplied by a single

equipment manufacturer to assure quality control, reliability, uniform compatibility and one source service responsibility. Revenue control software may be provided by a secondary source so long as that software has been used, in its current configuration, with the parking control equipment for a minimum of three (3) years at similar parking facilities and under conditions acceptable to The City of Stockton and/or Parking Consultant as proof of established and successful system interface. Proofing may require onsite visit(s) with other owner/operators and shall come at no cost to the City.

- Proponent shall have a factory-authorized service provider that is capable of providing regular same day service for maintenance and repair of the new Parking Access & Revenue Control System.
- All parts, special tools, and wiring schematics for the new equipment must be maintained and stocked at the equipment Proponent's local office to assure prompt, satisfactory service.
- The Proponent shall observe and comply with all local, state, and national electrical codes.

Work Included

- The Work of this Section shall include furnishing all material, equipment, labor, and supervision to install in place a fully operating Parking Access & Revenue Control System as specified herein. Included will be supply, delivery, unloading, setting, anchoring, electrical and control/system wiring installation, electrical and control/system wiring termination, start-up/test the entire system, and on-site training for The City of Stockton staff as described in this RFP.
- No existing equipment or materials of any description, with the exception of fixtures or equipment specifically provided/approved by The City of Stockton shall be re-used.
- All in-lane vehicle detection loops shall be accepted as-is or replaced by the Proponent. Proponent will accept complete responsibility for their technical function to the PARC system until it passes SAT.
- Control/System wiring is defined as wiring, regardless of medium, required for the communication of data between devices or the control of those devices.
- Proponent shall provide additional protective posts associated to new lane equipment not currently protected by existing bollards.
- The selected PARCS Proponent shall submit for Approval all product data sheets, PARCS network and P2PE Credit Card network diagrams, and all shop drawings for the PARCS equipment placement to The City of Stockton or its representative prior to a Notice-to-Proceed (NTP) is issued to commence onsite work.

Work Provided by the City of Stockton

- All Proponents are advised to inspect the on-site premises to ensure that there are adequate conduit runs for their equipment and system. If additional conduit runs are required, an itemized listing of the additional conduit runs must be defined within the proposal.
- The City of Stockton will provide all existing concrete islands, curbing, driveway pads, and existing protective posts. Modifications to any of these items shall be performed by and at the cost of the Proponent.
- The City of Stockton has existing power circuits to all parking control equipment currently installed. Any additional power requirements will be provided by the City of Stockton, once identified by Proponent.
-

Quality Control

- Provide details necessary to assure that all PARCS equipment, including all vehicle detection loops will work properly and to determine that all required conduits and wiring are properly laid out.
- Proponent shall assume total responsibility for proper installation and operation of all components within the entire PARC system.

Transportation and Handling

- Proponent shall be responsible for all transportation, handling, off-loading, delivery receipt, packaging for safe storage, including all associated costs, for all equipment and materials without limiting the generality of this responsibility, the Proponent shall:
 - a. Deliver PARCS equipment to the site packaged to prevent damage and marked for lane designation and identification.
 - b. All PARCS equipment shall be delivered to the site as completed units. No on-site assembly or sub-component adaptations shall be accepted.
 - c. Store PARCS equipment and materials in a clean, dry location protected from damage.
 - d. Replace damaged equipment and materials at no cost to the City of Stockton prior to systems acceptance.
 - e. The City shall not be responsible for any transportation, handling, or storage of any materials or equipment, except for the storage of existing equipment. As identified in this RFP, Proponent shall remove existing equipment and dispose, unless otherwise determined by City of Stockton.

PARCS Training

- Proponent shall provide Sixty (60) hours of on-site instructions to The City of Stockton staff or designated 3rd party operator. Specific allocation of training time between support staff, cashiering personnel, facility

electricians, audit staff, IT staff, and accounting managers will be determined by The City of Stockton. On-Site training site(s) to be determined by City.

- Instructions shall include but not be limited to the functional and service use of the Entry Control Station, Central Cashier Station, Payment Station, Exit Control Station, Web Dashboard, PARCS web-based application software, use and operations of count system and configurations, use and operation of barrier gates, control of automatic report generation, production of "on demand" reports, specialized report creation, and methods of controlling revenue and auditing transactions available within the system specified as well as any other IT issue as it relates to the PARCS.
- Proponent shall supply video demos if available.
- Proponent shall provide (2) two complete product Service & Support technical manuals on all lane equipment in print along with digital files all in a PDF format.
- Proponent shall provide complete PARCS Software Operating & Support technical manuals on all Software modules contained within PARCS in print along with digital files all in a PDF format.

As-Built Drawings

- Record Documentation (As-Built Drawings): Proponent shall submit record documentation of all systems and components installed as part of this project. Record documents shall include depiction of the actual installed conditions of all equipment and cabling components. In addition, record documentation shall include configuration settings of each system upon the completion of any acceptance test. Proponent shall update the most recent record drawings submitted as further changes occur in the field or as a result of a patch or upgrade to an installed system.
- Record Drawings shall be submitted in the following formats:
 - a. One ½ size print of all project plans on bond paper with "As Built" or "Record Drawing" on the cover sheet.
 - b. One complete set of CAD drawing files in AutoCAD ".DWG" format, including all associated files used to produce the project plans (i.e. fonts, image files. Xref dwgs. *.CTB, *.stb, etc.)
 - c. All models including 3D models, are to be included in their original format with no locking of data in any way. If CAD models are created as part of the project for example in AutoCAD Architecture, Civil 3D or Revit, those files are to be provided also.
 - d. PDF files of the entire project plans set to original drawing size.

Disaster Recovery Plan

- The final documentation shall include a disaster recovery plan. The plan shall provide the step- by-step procedures for disaster recovery for each point of failure. These procedures shall be comprehensive.

- The first steps shall be in diagnostics. The remaining steps shall provide procedures for resolution in order to bring the system back to full operational status.
- Should disaster occur immediately following, or as a result of, a patch or software update the disaster recovery plan shall return the system to the software version in effect prior to the patch or update being applied.
- Points of failure shall include each component and sub-component in complex units, including lane equipment and application software.
- The disaster recovery plan shall include requirements and the location of spares as needed.

Site Acceptance Tests (SAT)

- The Parking Access & Revenue Control System will only be considered as accepted by the City of Stockton once all of the details contained within this RFP are agreed upon.
- A Site Acceptance Test (SAT) is conducted by the PARCS Proponent along with the City of Stockton project leader and the Parking Consultant. The SAT will be conducted at each parking facility upon completion of the installation by the PARCS Proponent.
- The SAT will consist of a formatted Test booklet, agreed to by the Proponent and City in advance providing for a sequence of tests consisting of general installation appearance and electrical safety, inventory of specified components related to the RFP and the submittals by the Proponent, functional sequence of applications to process all transactions and events for the particular lane device or application. Network security, web based PARCS software functions and applications as required by the RFP will also be included.
- All SAT “punch list” items have been corrected.
- All construction “punch list” items have been corrected.
- After being 100 percent operational and after having performed satisfactorily for thirty (30) continuous business days with no more than six (6) hours of cumulative down time, for all devices combined, which is defined as a mechanical or system malfunction that causes a device to be inoperable. Down time shall be defined as the time between the time that notice of the malfunction is given to Proponent’s service representative, or a 24-hour contact point, and restoration of the device or system to full service. After demonstration, to the satisfaction of The City of Stockton, that all reporting processes are functioning properly and accurately for a full month reporting period, including all month- end reports with 100% accuracy.
- A Disaster Recovery Plan has been accepted by the City of Stockton.
- After the City of Stockton or an authorized representative has signed a formal Letter of Acceptance confirming that these conditions have been satisfied.

Warranty/Service Agreement

- Provide Manufacturer's Warranty
- Warranty on the full Parking Access & Revenue Control System shall be for **TWO YEARS**, including all labor, materials and expenses. Warranty period shall include all scheduled maintenance and cleaning as recommended by the manufacturer.
- Warranty shall commence when equipment is 100 percent operational and acceptable to The City of Stockton and Proponent, as approved in writing by
The City of Stockton in accordance with the Acceptance provisions of this RFP. There will be no partial acceptance dates; only one final system acceptance date will be established per location.
- The warranty service shall include all parts and labor necessary to provide preventative maintenance, firmware and software upgrades to maintain a secure environment, repairs and adjustments to keep all PARCS lane devices, payment stations, fee computers, UPS units, message display signage, dynamic count system components, network devices and all peripheral units or associated supporting hardware and software in first class working order for the duration of the service period.
- Correction of MAJOR system failures:
 - a. MAJOR system failures shall be defined as any lane device, payment station or central cashier station, fee computer or any device on the PARCS network, including all P2PE Credit Card communications or software failures that render any lane inoperable or prevent proper accounting and reporting of transactions or revenue.
 - b. Proponent shall maintain all system equipment during the contract period such that any MAJOR equipment failures shall be serviced, and the lane restored to full operation within TWO (2) business hours following notification by The City of Stockton or its designee.
- Correction of MINOR system failures:
 - a. MINOR system failures include all failures of equipment, software or communications that does not cause the closure of a lane and does not compromise the revenue control integrity of the system.
 - b. Proponent shall maintain all system equipment during the contract period such that any MINOR equipment failures shall be remedied, within EIGHT (8) Business Hours, following notification by The City of Stockton.
- Failure of the hosted network or on-site components of the credit card processing system that renders normal processing of cash transactions or credit card charges inoperable shall be considered a MAJOR failure and shall be remedied within TWO (2) hours notification if such notification is given within the service period of 0600 ~ Midnight, Monday thru Saturday including all designated and published event dates. Such failures shall be remedied within FOUR (4) hours of notification if that notification occurs

outside of the standard service period. These timeframes shall not apply if the cause of the failure has been clearly identified as a system or communication problem at the clearinghouse over which the service provider has no control.

○ Service Response Times and Penalties:

a. Proponent shall provide The City of Stockton with a means of contact, which will ensure a live (not recorded) response (voice or in person) within fifteen (15) minutes during Business Hours and ONE (1) hour outside of Business Hours. Proponent may utilize a third-party paging service to provide documentation of contact and response times.

○ Warranty shall include preventative maintenance cleaning, testing, and minor repair no less than once per calendar quarter or as specified by the equipment manufacturer.

○ Warranty shall cover all equipment furnished under this RFP - both manufacture and installation, excluding misuse, vandalism or casualty.

○ The Proponent must commit to support the PARCS for five (5) years after warranty period. The support shall be the same preventative, routine, and emergency services as previously described.

○ The Proponent shall provide to The City of Stockton during the first TWO (2) years a comprehensive maintenance and service agreement. For the remaining five (5) years, each subsequent year's price increase shall not exceed five (5%) over the previous year by the published Consumer Price Index (CPI). The CPI applied would be the then current CPI on the contract anniversary. Under no circumstance shall the PARCS Proponent fee for maintenance services be increased more than five percent (5%) over the previous year. Use of

PARCS Proponent provided post-warranty maintenance will be at the sole discretion of The City of Stockton. The PARCS Proponent shall guarantee that The City of Stockton's annual maintenance prices shall be protected with continued availability of system components from the manufacturer for a FIVE (5) year period. On-site dedicated, full maintenance services shall be at the guaranteed maximum annual cost to The City of Stockton.

○ Full maintenance shall be available 0600 ~ Midnight, Monday thru Saturday including all designated and published event dates. The same response times as stated in the Technical RFP shall be maintained throughout the life of the maintenance agreement.

○ Manufacturer shall warrant that spare parts and service will remain available for a period of not less than TEN (10) years from the date of final acceptance. The full-service life is not contingent on a service or warranty agreement with the Proponent.

Alternate #1 License Plate Recognition System (LPR)

○ LPR system shall be installed as part of the PARCS replacement project in all public entry and exit lanes. The measurement for acceptance will be a 99% Read Rate & Capture to database factor, and a fully functional 90%

read, data storage, and a read at exit transaction for calculation and ticket match.

- No impediment to the spontaneous and immediate access and retrieval of any LPR data shall result from use of the database(s) or any other system architecture, hardware, or software.
- The term “LPR database” shall refer to a generic database(s) that may be housed entirely or in part on the PARCS central databases or on the LPR Subsystem hardware.
- The LPR Subsystem shall consist of all hardware and software necessary to provide a complete and functional LPR subsystem that achieves the City of Stockton required functionality and accuracy percentages, and that does not adversely affect any function of the PARCS.
- Proponent shall be responsible for providing an LPR subsystem that is fully interfaced and integrated into the PARCS. This integration shall include linking the License Plate Number (LPN) captured at entry to virtual association to the transient ticket the unique ticket issued, and linked to a Permit, or proximity card badge number for every transaction. Should the entry information need to be obtained at an Exit Station to process the transaction (ex. lost ticket, unreadable, etc.), both the LPN and credential shall be removed from their respective active inventories once the vehicle has exited.
- The LPR database shall be used to conduct automated searches and queries for special circumstances, such as outstanding balances, unresolved incidences, and prior entries with no exits, Gray/Blacklist, and police requests.
- LPR images shall be maintained in the active database for the same duration as all other transactional information.
- The LPR system shall keep a of exception transactions based upon vehicle LPN information. Exception transactions shall include insufficient fund transactions, lost ticket transactions, swapped media transactions and pass back violation transactions. This list shall reside on the PARCS system’s database. As an exception transaction is processed, the LPN and corresponding transaction information shall be recorded as part of the record. City shall have the ability to manually add an LPN to the list with a comment field for the reason.

- Proponent shall furnish and install image capture cameras including any ambient lighting components necessary at all public entry and exit lanes to provide system functionality.
- LPR cameras located at the exit gates shall associate the movement date and time. Upon exit, the LPR shall determine the duration between the time the vehicle entered and the then current exit transaction time.
- Devices shall be placed in theft deterrent and vandal resistant housings that meet applicable code requirements for outdoor equipment.
- Proponent, subject to City approval, shall determine the exact location of each device.

- All entry images shall be pre-capture; meaning that the cameras are placed in such a position that a vehicle's LPN is photographed prior to the entry credential has been issued to the parker or accepted by the system.
- All exit images are to be pre-capture, meaning that the cameras are placed such that a vehicle's LPN is photographed before the parker presents their parking credential at the exit.
- The preferred method of illumination for license plate capture is infrared light.
- LPR Image Review Application:
 - a. A multi-user Image Review Web Based Application (IRA) will be provided by the Proponent and shall be installed in the LPR System. The IRA shall provide an operator with the ability to review images for manual read and data correction into the LPR database.

City Responsibilities

1. City will provide artwork as required for customer receipts and will modify as required
2. City will conduct inspections of installation as required. All permit fees are the responsibility of the Proponent.

Vendor Qualifications experience and references

Describe business background and qualifications, include year business was established. Provide background of personnel that will be assigned to provide this service to the City.

Provide Organizational chart; Identify Project Manager for Stockton project, and person authorized to negotiate contract.

Describe experience doing similar work in scope for other public agencies.

Provide the location of office which will be performing work for City of Stockton.

Provide the names of five clients (at least two public agencies) for whom your business currently provides the same scope of services. Include the name of the business, the name of a contact person, phone number, and email address.

List your company's technology and/or distribution alliances and partnerships, including the partner's name, address, telephone number, and a brief description of the nature of the relationship.

List any current or previous legal actions against your company or its officials in the past five (5) years. Include the date(s) of action(s) and resolution.

Has your firm or any of its current officials ever filed for bankruptcy protection?

Has your firm or any of its current officials ever had tax liens filed in any state or federally?

Has your firm or any of its current officials had any judgments against it by any taxing authority within the past ten (10) years? If so, list the dates, name of authority, and disposition.

Has your firm been found guilty of any patent or trademark violations in the past ten(10) years? If so, provide complete details including case number and jurisdiction.

In what state and year is your firm incorporated and where is its headquarters located?

List any names your firm has previously operated under since beginning operations.

Provide evidence that Proponent has worked successfully with the approved manufacturer's equipment for a minimum of three (3) years.

The Proponent shall verify and show proof, that it is an authorized manufacturer's representatives for the equipment it is proposing to supply under this contract.

Proponent shall show proof that it maintains authorized factory-trained service personnel who will be available to provide installation and service support as defined in this RFP.

Vendor's Proposed Work Plan and Statement of Work

Provide a Statement of Work outlining tasks to be performed by the respondent, The City of Stockton and any third-party contractors.

Provide a detailed comprehensive plan to transition the lane equipment and parking facility over to the new PARC system. I

Clearly define all work your business proposes to do for the City and explicitly state any items excluded from your proposal. Include a list of deliverables and work schedule.

If you will subcontract portions of the work, list all subcontractors and overall contract percentages. Include business name, address, phone number, and office location of individuals who will work on the Stockton project.

Submittals shall include the following:

- Proposed PARCS operating system and file specifications and all software documentation including the Data Dictionary for all database

files used in the system that shall contain identification and plain English descriptions of all databases, tables, records, fields, field attributes (type, length, permissible values, etc.), and relationships among data.

- Proponent shall submit examples of all equipment faceplate layouts, graphics, pictograms, etc., including all static and programmable electronic display signage viewed by the patron during the transaction for approval by The City of Stockton prior to installation.
- Shop drawings for review and approval for all field equipment prior to the manufacture or procurement of the equipment. Shop drawings shall be to scale and include accurate interior and exterior equipment dimensions, Vendor and City specific graphics and instructional language, cut out locations for electrical and communications connection points, and manufacturer cut sheets of all Proponent-supplied and third-party components incorporated in the various devices (including manufacturer, model number, etc.).
- Sample set of reports that are fundamental and readily available with the PARCS as part of the Proposal. Proponent shall submit summary drawings of system components, their layout and description of why such component I recommended for this project.
- Proponent shall provide submittals on materials and equipment, , Installation Plan and Schedule that includes networking, communication, transition plans.

Statement of Understanding

- The proponent shall bring any deficiencies or discrepancies in these specifications that they believe may exist to the attention of the City of Stockton in their Proposal. No deficiency or discrepancy in these Functional Specifications shall relieve the proponent of the responsibility to provide a satisfactorily performing, reliable system.

3.0 PROJECT SCHEDULE OF EVENTS

The following dates indicate the anticipated milestones for this project. All dates subject to change.

SCHEDULED DATES	PROJECT EVENTS
September 9, 2021	Project notice advertised
September 30, 2021 10:30a.m. Market St. Garage	Pre-Submittal Meeting – MANDATORY
October 5, 2021	Project questions/clarifications due
October 7, 2021	Response to questions/clarifications
	Final Addenda published, if applicable
October 21, 2021	Proposal submittals due
TBD	Proposal evaluation
TBD	Interviews conducted, if applicable
TBD	Selection committee recommendation
TBD	City Council award
TBD	Contract routing & approval
TBD	Project coordination meeting

4.0 SUBMITTAL REQUIREMENTS

4.1 PROPOSAL GUIDELINES, CONTENT AND FORMAT

The City of Stockton uses a qualifications-based selection process in obtaining these services. In order for the City to properly evaluate the Proponents’ qualification to perform this work, the proposals shall include, as a minimum, the following information:

- A. Evidence of the Proponent’s ability to be responsive to this project in regard to timeliness and expertise, including availability of staff proposed to be assigned.
- B. The Proponents are encouraged to expand on the Scope of Work to demonstrate their expertise. Evaluation of the proposals will be based on qualifications, the experience of staff proposed to be assigned to the project, references and thoroughness of the Proponent’s response to the Scope of Services.
- C. Such additional information that the Proponent may feel would be pertinent to assist the City of Stockton in making its final decision.
- D. Please submit one (1) original and FOUR (4) copies of your proposal/qualifications. Additionally, submit one (1) USB with an electronic version of the proposal. The original should be unbound to allow us to reproduce your proposal, as needed.
- E. The proposal must be submitted, typewritten on 8½” X 11” white paper and must be bound in a secure manner.

- F. Material and data not specifically requested for consideration, but which the Proponent wishes to submit must not appear with the Proposal but may appear only in an “Additional Data” section. This has specific reference to the following types of data: Generalized narrative of supplementary information; and Supplementary graphic material.
- G. All proposals must be signed with the full name of the Proponent, if an individual; by an authorized general partner, if a partnership; or by an authorized officer, if a corporation.
- H. When proposals are signed by an agent other than an officer of a corporation or a member of a general partnership, a power of attorney authorizing the signature must be submitted with the proposal.
- I. If the proposal is submitted by a partnership or joint venture, the Statement of Personal History attached to the Proposal must be completed by each general partner or joint venture thereof. If the proposal is submitted by a corporation, the Statement must be completed by each principal officer of said corporation.
- J. The original proposal must have wet ink signatures. Modification to a proposal after the proposal submittal deadline will not be accepted by the City.

4.2 COVER LETTER

Submit a letter on your company letterhead addressing the proposal and format. The letter should be signed by an officer of the firm authorized to bind the firm to all comments made in the proposal, and shall include the name, address, phone number and e-mail address of the person(s) to contact who will be authorized to represent your firm.

In no more than three (3) pages, the Cover Letter and Executive Summary shall include:

- A. The names of the key members of the consultant team;
- B. The mailing address, telephone number, and the name of the main point of contact for the consultant team;
- C. A summary of the consultant’s electric-arc hazard assessment experience and qualifications and the significant advantages to selecting the consultant;
- D. An acknowledgement of receiving any addendum(s) to the RFP document.

4.3 REFERENCES

Provide a list of references with current contact person, e-mail address and phone number who may be contacted regarding firm performance.

The review team will conduct a background reference review of each respondent. Please include the following information for three (3) projects that the proposed consultant team worked on together:

- A. Name of the Project/Study
- B. Location of the Project
- C. Name, title, and contact information for the client.
- D. Project Budget
- E. Date of Completion of the Project

4.4 FINANCIAL STATEMENT

The Proponent must be able to demonstrate a good record of performance and have sufficient financial resources to ensure that they can satisfactorily provide the services required herein.

Proponent shall submit a full and detailed presentation of the true condition of the Proponent's assets, liabilities and net worth. The report should include a balance sheet and income statement. If the Proponent is a new partnership or joint venture, individual financial statements must be submitted for each general partner or joint venture thereof. If firm is a publicly held corporation, the most current annual report should be submitted.

Any Proponent who, at the time of submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proponent under federal bankruptcy law or any state insolvency, may be declared non-responsive.

4.5 CORPORATE STRUCTURE, ORGANIZATION

Describe how your firm is organized, noting major divisions and any parent/holding companies, as well as brief history of the firm and all personnel potentially to be involved in the project including all sub-consultants. Designate the Principal in Charge and other key personnel. Include résumés. Also provide a description of the experience your firm has had with similar processes.

4.6 PROPOSAL FEE

Submit the proposal fee under sealed, separate envelope. Do not include with the technical proposal response. Provide detailed basic fee structure and break-down of any other charges related to your firm's proposal as specified. Finalist's fee structure may be subject to negotiation.

5.0 SELECTION CRITERIA & EVALUATION

The City is interested in selecting a qualified firm with the ability to provide PROJECT DESCRIPTION. A key component for the successful firm will be the ability to meet the performance desires of the City while minimizing the cost.

The Evaluation Panel will consist of City of Stockton staff and any other person(s) designated by the City. Following review of the proposals, the Panel may invite one or more Proponents to make an oral presentation. During these presentations, the Proponent will be allowed to present such information as may be appropriate in order that the Panel can effectively and objectively analyze all materials and documentation submitted as part of the proposals.

Each firm must be represented by an individual who will be the prime contact person to the City and any other individuals whom the firm may select. The highest-rated proposal(s) will then be further scrutinized through financial analysis and reference checks.

Proposals shall be evaluated according to; demonstrated understanding of tasks required, technical approach to specified operations, qualifications of staff, experience of company, demonstrated knowledge of best practices for identified scope, financial business strength and fee schedule proposal. Proper format and demonstrated experience will merit consideration.

To that end, the Panel will evaluate the proposals based on, but not limited to, the following criteria:

1. Proponent’s approach and schedule to provide all services as outlined in the Scope of Services and related documents;
2. Related experience with similar projects, company background and personnel qualifications;
3. Proponent’s Fee Schedule - completed and signed under separate, sealed cover;
4. Proponent’s Agreement;
5. Non-Collusion Affidavit;
6. References;
7. Financials Review;
8. Interview/Presentation, if applicable; and
9. Any other criteria as best suits the City of Stockton.

Parking Access & Revenue Control System (PARCS) Vendor Proposal Evaluation Sheet		
Criteria	MAX. Points	Total Points
A. Schedules A thru E Price Proposal (All of Section 6)	35	
B. Vendor’s Qualifications, Experience and References	20	
C. Vendor’s Proposed Work Plan	20	
D. Training, Ongoing Support and Technical Assistance	15	
E. Overall Quality of Proposal	10	
TOTAL	100	

6.0 CITY REQUIREMENTS

6.1 CITY RESPONSIBILITIES

City will provide all readily available plans, documentation, and data necessary for completing the above tasks.

Staff will be available as needed and will assist with coordination of stakeholder meetings and public outreach.

6.2 LOCAL BUSINESS PREFERENCE

Stockton Municipal Code Section 3.68.090 reads as follows:

Preference shall be given to the purchase of supplies, materials, equipment, and contractual services from local merchants, quality and price being equal. Local merchants who have a physical business location within the boundaries of San Joaquin County, and who have applied for and paid

a business license tax and registration fee pursuant to Stockton Municipal Code Title 5, Chapter 5.08, License Taxes, shall be granted two (2) percent bid preference. Local merchants who have a physical business location within the boundaries of the City of Stockton, and who have applied for and paid a business license tax and registration fee pursuant to Stockton Municipal Code Title 5, Chapter 5.08, License Taxes, shall be granted five (5) percent bid preference. This section is intended to provide preference in the award of certain City contracts in order to encourage businesses to move into and expand within the City. (Ord. 2014-03-18-1601 C.S. § 1; prior code § 3-106.1)

6.3 MANDATORY/PRE-SUBMITTAL MEETING

Mandatory job walk September 30, 2021, 10:30 a.m. Market St. Garage 430 E. Market St. Stockton, CA 95202 (Westside entrance).

6.4 TERM

Enter the details for the initial term of contract and any options to renew. Include dates to further clarify the term for the Proponents.

6.5 OTHER GOVERNMENT AGENCIES

If mutually agreeable to all parties, the use of any resultant contract/purchase order may be extended to other political subdivisions, municipalities, or tax supported agencies.

Such participating governmental bodies shall make purchases in their own name, make payment directly to successful Proponent and be liable directly to the successful Proponent, holding the City of Stockton harmless.

6.6 INSURANCE REQUIREMENTS

Proponent/Bidder, at Proponent's/Bidder's sole cost and expense and for the full term of the resultant contract or any extension thereof, shall obtain and maintain at least all of the insurance requirements listed in attached Exhibit B.

All coverage shall be provided by a carrier authorized to transact business in California and shall be primary. All policies, endorsements, and certificates shall be subject to approval by the Risk Manager of the City to Stockton as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the Risk Manager.

Maintenance of proper insurance coverage is a material element of this contract, and failure to maintain or renew coverage or to provide evidence of renewal may be treated as a material breach of contract.

The Proponent shall assert that these insurance requirements will be met as part of their proposal response. Failure to comply with these insurance requirements may result in a proposal being deemed unresponsive. Proponent shall satisfy these insurance requirements concurrently with the signing of the contract prior to commencement of work. It is strongly suggested that insurance requirements be reviewed with Proponent's broker to ensure any additional costs are included in the proposal pricing component.

Any questions pertaining to insurance requirements, please contact City of Stockton Risk Services at (209) 937-5037.

6.7 APPLICABLE LAW

Applicable law shall be governed by the laws of the State of California. Venue shall be proper in the Superior Court of the State of California, County of San Joaquin, Stockton Branch, or, for actions brought in Federal Court, the United States District Court for the Eastern District of California, Sacramento Division.

6.8 METHOD OF PAYMENT

Payment will be made within thirty (30) days after invoices are received and accepted by the City Manager. Invoices are to be rendered monthly, unless prescribed differently per contract.

6.9 NOTICE TO OUT OF STATE BUSINESS

It is the policy of the City of Stockton to pay all applicable California sales/use tax directly to the State Board of Equalization (BOE) pursuant to California Revenue and Taxation Code 7051.3. The City of Stockton will self-accrue all sales/use tax on purchases made from out-of-state business, unless documentation is provided by Proponent evidencing the business is registered with the state of California.

Sales and use tax on purchases made by the City of Stockton from all companies located outside California, not registered with the state and whose products are shipped from out of state will be remitted to the BOE directly by the City under permit number SR KHE 28-051174 DP. Please do not include sales/use tax on the invoice that you submit to the City of Stockton.

Questions regarding the City of Stockton's payment of sales/use tax can be directed to the City of Stockton's Procurement Division at (209) 937-8357.

6.10 CONFIDENTIALITY

If Proponent believes that portions of a proposal constitute trade secrets or confidential commercial, financial, geological, or geophysical data, then the Proponent must so specify by, at a minimum, stamping in bold red letters the term "CONFIDENTIAL" on that part of the proposal which the Proponent believes to be protected from disclosure. The Proponent must submit in writing specific detailed reasons, including any relevant legal authority, stating why the Proponent believes the material to be confidential or a trade secret. Vague and general claims as to confidentiality will not be accepted. The City will be the sole judge as to whether a claim is general and/or vague in nature. All offers and parts of offers that are not marked as confidential may be automatically considered public information after the contract is awarded. The Proponent is hereby put on notice that the City may consider all or parts of the offer public information under applicable law even though marked confidential.

6.11 PROTEST POLICY

Protest and Appeal Procedures. In order to maintain fairness and impartiality, the City of Stockton has established a solicitation protest policy and procedure.

6.11.A Protest Procedure

6.11.1 All protests must be in writing and stated as a formal protest.

- 6.11.2 A casual inquiry, complaint, or a statement of intent to protest that does not provide the facts and issues and does not comply with the content requirements or deadlines, will not be considered or acted upon as a protest.
- 6.11.3 The protest must contain a complete statement of the basis for the protest and must include all relevant supporting documentation.
- 6.11.4 The solicitation process and procedures, including evaluation criteria, shall not be proper grounds for protest. Concerns related to the solicitation process and procedures, including evaluation criteria, should be raised and addressed, if at all, prior to the bid/proposal due date and time to allow adjustments before evaluation of the solicitation.
- 6.11.5 Protests must be filed with the City's Chief Financial Officer, or designee, at the address listed in the Solicitation Protest FAQ sheet and Procurement Procedure Manual, not later than five (5) days after the date the City mails the Letter of Intent to Award.
- 6.11.6 Deliveries of the protest by hand, mail, email or fax are acceptable.
- 6.11.7 The City is not responsible for lost or misplaced protests, or to assure the protest is received within the protest deadlines
- 6.11.8 The party challenging the award decision to bear the burden of proof of material error to justify invalidation of the proposed award.

6.11.B Protest Review

- 6.11.9 The Chief Financial Officer or designee shall respond in writing at least generally to each material issue raised in the protest.
- 6.11.10 The Chief Financial Officer's, or designee 's, administrative decision may be appealed in writing to the City Manager no later than (5) business days after the date the Chief Financial Officer's, or designee's, the decision is mailed to the protesting party.
- 6.11.11 The City Manager shall review and decide the appeal based on the grounds and documentation set forth in the original protest to the Chief Financial Officer, or designee.
- 6.11.12 Each party shall bear its own costs and expenses involved in the protest and appeal process, including any subsequent litigation.
- 6.11.13 The City Manager's administrative decision is final. After the City Manager issues the final administrative decision, the time in which judicial review of the decision must be sought shall be governed by California Code of Civil Procedure Section 1094 or as such section may be amended from time to time.
- 6.11.14 If the protested procurement involves state or federal funds, the Chief Financial Officer, or designee, shall give notice to the interested party that he or she has the right to appeal to the appropriate agency, which shall be identified by name and address. An appeal hereunder shall be filed with the appropriate agency within five (5) working days of the dispatch of rejection notices to the interested party(ies).

- 6.11.15 The City may require the protesting party to submit a City Council approved non-refundable protest fee to cover the administrative cost of processing the protest.

Bidders, Proponents, and contractors wishing to protest or appeal a procurement or contracting decision by the City must follow the procedures provided by this section. The City will not review protests or appeals that are not submitted in accordance with these provisions and procedures.

A copy of this policy can be requested from the procurement specialist by emailing stocktonbids@stocktonca.gov.

7.0 GENERAL REQUIREMENTS, TERMS & CONDITIONS

7.1 CONSEQUENCE OF PROPOSAL SUBMISSION

- A. The City shall not be obligated to respond to any proposal submitted nor be legally bound in any manner by the submission of a proposal.
- B. Acceptance by the City of a proposal obligates the Proponent to enter into an agreement with the City.
- C. An agreement shall not be binding or valid against the City unless or until it is executed by the City and the Proponent.
- D. Statistical information contained in these documents is for informational purposes only. The City shall not be responsible for the accuracy of said data. City reserves the right to increase or decrease the project scope.

7.2 ACCEPTANCE OR REJECTION OF PROPOSAL

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from, or to a proposal may be sufficient grounds for rejection of the proposal. The City has the right to waive any defects in a proposal if the City chooses to do so. The City may not accept a proposal if any document or item necessary for the proper evaluation of the proposal is incomplete, improperly executed, indefinite, ambiguous, or missing.

The City reserves the right to select the successful proposal and negotiate an agreement as to the scope of services, the schedule for performance and duration of the services with Proponent whose proposal is most responsive to the needs of the City. Further, the City reserves the right to reject any and all proposals, or alternate proposals, or waive any informality or irregularity in the proposal as is in the City's best interest.

The City reserves the right to reject any and all proposals, or portions thereof, received in response to the RFP or to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interests of the City. Additionally, the City may, for any reason, decide not to award an agreement as a result of this RFP.

Non-acceptance of any proposal shall not imply that the proposal was deficient. Rather, non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to the City or that the City decided not to award an agreement as a result of this RFP.

7.3 RIGHT TO CHANGE OR AMEND REQUEST

The City reserves the right to change the terms and conditions of this RFP. The City will notify potential Proponent of any material changes by posting on the City's website. No one is authorized to amend any of the RFP requirements in any respect, by an oral statement, or to make any representation or interpretation in conflict with its provisions. If necessary, supplementary information and/or clarifications/questions/answers will be posted on the City's website at www.stocktonca.gov/adminbid. Failure of any Proponent to not have received such information and/or clarifications/questions/answers shall not relieve such Proponent from any obligation under his/her proposal as submitted.

Any exceptions to this Proposal shall be clearly stated in writing.

7.4 CANCELLATION

The City reserves the right to rescind award of the contract at any time before execution of the contract by both parties if rescission is deemed to be in City's best interest. In no event shall City have any liability for the rescission of award. The Proponent assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

7.5 EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the Proponent that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No request for modification of the provisions of the proposal shall be considered after its submission on the grounds the Proponent was not fully informed as to any fact or condition. Statistical information which may be contained in the RFP or any addendum is for informational purposes only. The City disclaims any responsibility for this information which may subsequently be determined to be incomplete or inaccurate.

7.6 ADDENDA AND INTERPRETATION

The City will not be responsible for, nor be bound by, any oral instructions, interpretations, or explanations issued by the City or its representatives. Any request for clarifications, questions, or answers of this RFP shall be made in writing/e-mail and deliverable to:

CITY OF STOCKTON
ATTN: Jeff Molloy
PROCUREMENT DIVISION
400 E MAIN, 3RD FLOOR
STOCKTON, CA 95202
stocktonbids@stocktonca.gov

Such request for clarifications/questions/answers shall be delivered to the City by OCTOBER 05, 2021. Any City response to a request for clarifications/questions/answers will be posted on the City's website at www.stocktonca.gov/eddbid by OCTOBER 07, 2021, and will become a part of the RFP. The Proponent should await responses to inquiries prior to submitting a proposal.

7.7 DISQUALIFICATION

- a. Any of the following may be considered cause to disqualify a Proponent without further consideration:
- b. Evidence of collusion among Proponents;
- c. Any attempt to improperly influence any member of the evaluation panel;
- d. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP process will, and shall be, just cause for disqualification/rejection of Proponent's proposal/Proponent's bid submittal and considered non-responsive.
- e. A Proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- f. Existence of any lawsuit, unresolved contractual claim, or dispute between Proponent and the City.
- g. No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.

7.8 CONDITIONS IF WORK IS SUBCONTRACTED

The Proponent assumes full responsibility, including insurance and bonding requirements, for the quality and quantity of all work performed.

If Proponent's supplier(s) and/or subcontractor's involvement requires the use of a licensed, patented, or proprietary process, the proponent of the process is responsible for assuring that the subcontractor, supplier, and/or operator have been properly authorized to use the process or for providing another process which is comparable to that which is required prior to submission of a proposal.

7.9 LICENSING REQUIREMENTS

Any professional certifications or licenses that may be required to perform the scope of work will be the sole cost and responsibility of the successful Proponent.

A City of Stockton Business license may be required for this project. Please contact the City of Stockton Business License Division at (209) 937-8313.

7.10 INDEMNITY AND HOLD HARMLESS

To the fullest extent permitted by law, Contractor shall hold harmless, defend at its own expense, and indemnify the City of Stockton and its officers, employees, agents, and volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from all acts or omissions of contractor or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses arising from the City of Stockton's sole negligence or willful acts. This obligation is independent of, and shall not in any way be limited by, the minimum Insurance obligations contained in this agreement. These obligations shall survive the completion or termination of this agreement.

7.11 COMPETITIVE PRICING

Proponent warrants and agrees that each of the charges, economic or product terms or warranties granted pursuant to this Contract are comparable to or better than the equivalent charge, economic or product term or warranty being offered to any similarly situated commercial or other government customer of Proponent. If Proponent enters into any arrangements with another customer of Proponent to provide product under more favorable charges, economic or product terms or warranties, Proponent shall immediately notify City of such change and this Contract shall be deemed amended to incorporate the most favorable charges, economic or product terms or warranties.

7.12 AVAILABLE FUNDING

Any contract which results from this RFP will terminate without penalty at the end of the fiscal year in the event funds are not appropriated for the next fiscal year. If funds are appropriated for a portion of the fiscal year, this contract will terminate without penalty, at the end of the term for which funds are appropriated.

7.13 TERMINATION FOR CONVENIENCE

The City may terminate the resultant Agreement for convenience at any time by mailing a notice in writing to the Contractor.

7.14 AUDITING CHARGES AND SERVICES

The City reserves the right to periodically audit all charges and services made by the successful Proponent to the City for services provided under the contract. Upon request, the Proponent agrees to furnish the City with necessary information and assistance.

7.15 CHANGES

The City's Representative has the authority to review and recommend or reject change orders and cost proposals submitted by the Proponent or as recommended by the Proponent's project manager, pursuant to the adopted City of Stockton Standard Specifications.

7.16 AWARD

Upon conclusion of the RFP process, a contract may be awarded for a PARKING ACCESS AND REVENUE CONTROL SYSTEM (PARCS) for the City. The City reserves the right to select the successful Proponent and to negotiate terms of a contract with the Proponent whose proposal is most responsive to the needs of the City. Further, the City reserves the right to reject any and all proposals, or alternate proposals, or waive any informality in the proposal as is in the City's best interest.

8.0 PROPOSAL DOCUMENTS

PARKING ACCESS AND REVENUE CONTROL SYSTEM (PARCS)	
PUR-21-019R	
SUBMITTAL DUE: THURSDAY, OCTOBER 21, 2021 AT 2:00 PM	
RFP Submittal Mailing, Delivery Address and Electronic Mail	Office of the City Clerk 425 North El Dorado Street, First Floor Stockton, CA, 95202-1997 city.clerk@stocktonca.gov (if applicable)
Proponent Business Name	
Proponent Contact Name	
Proponent Address	
Proponent Phone Number	
Proponent Email Address	
Department of Industrial Relations ID Number (if applicable)	

ATTACHMENT A – PROJECT SUBMITTAL CHECKLIST

THIS CHECKLIST IS FOR PROVIDED FOR YOUR CONVENIENCE ONLY. IT IS NOT REQUIRED TO BE SUBMITTED WITH PROPOENT PROPOSAL.

- ✓ Complete the following proposal attachments (FROM THIS PACKET ONLY SUBMIT PAGES FROM SECTION 8 AND PLACE IN THE FRONT OF YOUR PROPOSAL).
- ✓ Sign and notarize by jurat certificate the "Non-Collusion Affidavit" form. An "All-Purpose Acknowledgment" form will not be sufficient.
- ✓ Complete and sign a "Proponent's Fee Schedule" form, (under separate cover).
- ✓ Sign the "Proponent's Covenant" form. Include (with proposal) name and e-mail address for City contact, if different from signatorem.
- ✓ Include your proposal, as outlined in these specifications.
- ✓ Submit one (1) ORIGINAL (unbound, no staples) and FOUR (4) COPIES of all proposal documents. Additionally, submit one (1) USB with an electronic version of the proposal or electronically to city.clerk@stocktonca.gov.
- ✓ Review all clarifications/questions/answers on the City's website at www.stocktonca.gov/adminbid.
- ✓ Use Section 8.0 Proposal Documents to deliver sealed proposal timely to City Hall, City Clerk's Office (1st floor), 425 North El Dorado Street, Stockton, CA 95202, or electronically to city.clerk@stocktonca.gov.
- ✓ Include your \$ -0.00 Proponent's security, Proponents bond, certified or cashier's check. The City will NOT accept company or personal checks for proposal security. (IF APPLICABLE)
- ✓ Include self-addressed, unstamped envelope (#10, 4- 1/8 x 9- 1/2) with Proponent's security. Please DO NOT seal your security, Proponent's bond, certified or cashier's check in this envelope. It is for returning the security to the Proponent AFTER project award. (IF APPLICABLE)

ATTACHMENT B- PROPONENT'S COVENANT

In submitting this proposal, as herein described, the Proponent agrees that:

1. They have carefully examined the Scope of Work and all other provisions of this document and understand the meaning, intent and requirements of same.
2. They will enter into contract negotiations and furnish the services specified.
3. They have signed and notarized the attached Non-Collusion Affidavit form, whether individual, corporate or partnership. Must be 'A Jurat' notarization.
4. They have reviewed all clarifications/questions/answers on the City's website at www.stocktonca.gov/adminbid.
5. Confidentiality: Successful Proponent hereby acknowledges that information provided by the City is personal and confidential and shall not be used for any purpose other than the original intent outlined in the Request for Proposal. Breach of confidentiality shall be just cause for immediate termination of contract agreement.

FIRM

ADDRESS

SIGNED BY & DATE

TITLE OR AGENCY

PHONE/FAX NUMBER

EMAIL

ATTACHMENT C - NON-COLLUSION AFFIDAVIT
AFFIDAVIT FOR INDIVIDUAL PROPONENT

No. 1

STATE OF _____, _____)ss.
County of _____)
(insert)

_____ being first duly sworn, deposes and says: That on behalf of any person not named herein; that said Proponent has not colluded, conspired, connived or agreed, directly or indirectly with, or induced or solicited any other bid or person, firm or corporation to put in a sham bid, or that such other person, firm or corporation shall or should refrain from bidding; and has not in any manner sought by collusion to secure to themselves any advantage over or against the City, or any person interested in said improvement, or over any other Proponent.

(Signature Individual Proponent)

Subscribed and sworn to (or affirmed) before me on this ____ day of _____, 20__

by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Seal _____

Signature _____

No. 2

AFFIDAVIT FOR CORPORATION PROPONENT

STATE OF _____, _____)ss.
County of _____)
(insert)

_____ being first duly sworn, deposes and says: That they are the _____ of _____ a corporation, which corporation is the party making the foregoing bid, that such bid is genuine and not sham or collusive, or made in the interest or behalf of any person not named herein; that said Proponent has not colluded, conspired, connived or agreed, directly or indirectly with, or induced or solicited any other bid or person, firm or corporation to put in a sham bid, or that such other person, firm or corporation shall or should refrain from bidding; and has not in any manner sought by collusion to secure to themselves any advantage over or against the City, or any person interested in said improvement, or over any other Proponent.

(Signature Corporation Proponent)

Subscribed and sworn to (or affirmed) before me on this ____ day of _____, 20__ by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Seal _____

Signature _____

No. 3

AFFIDAVIT FOR FIRM, ASSOCIATION, OR CO-PARTNERSHIP

STATE OF _____)ss.

County of _____)

(insert)

_____, each being first duly sworn, depose and say: That they are a member of the firm, association or co-partnership, designated as _____ who is the party making the foregoing bid; that the other partner, or partners, are _____ that such bid is genuine and not sham or collusive, or made in the interest or behalf of any person not named herein; that said Proponent has not colluded, conspired, connived or agreed, directly or indirectly with, or induced or solicited any other bid or person, firm or corporation shall or should refrain from proposing; and has not in any manner sought by collusion to secure to themselves any advantage over or against the City, or any person interested in said improvement, or over any other Proponent.

(Signature)

(Signature)

Subscribed and sworn to (or affirmed) before me on this ____ day of _____, 20____

by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Seal _____

9.0 PROPOSAL EXHIBITS

9.1 Exhibit 0 - Technical Specifications

9.2 Exhibit 1 – Insurance Limits

Insurance Requirements will be listed as a separate attachment.

9.3 [Exhibit 2 – Sample Contract](#)

Any major provision changes to the sample contract should be submitted by the Proponent along with the proposal response.

