

Request for Proposal

Part-Time Parking Operations Manager

 & Meter Collection Vendor

The Parking Authority of the City of Camden

New Jersey

**Issued by:**

**Willie Hunter, Executive Director**

**Parking Authority of the City of Camden**

**10 Delaware Avenue**

**Camden, NJ 08103**

**Phone: 856-757-9300**

**Facsimile: 856-964-9317**

**Available: Monday, April 4, 2022 at 10:00 A.M.**

**Due: Wednesday, April 20, 2022 at 10:00 A.M.**

**Opening: Wednesday, April 20, 2022 at 10:30 A.M.**

**Request for Proposals
Parking Operations Manager & Meter Collections Vendor
The Parking Authority of the City of Camden
Camden, New Jersey**

**Introduction**

The Parking Authority of the City of Camden (“PACC” or the “Authority”) is soliciting proposals from firms to perform parking manager and meter collection services for the year 2022.

**Key Information**

The Request for Proposals (“RFP”) package will be available for pick-up at no cost beginning 10:00 A.M. EST on **Monday, April 4, 2022.** The package may be picked up at the Administrative Office of the Waterfront Garage, which is located at 10 Delaware Avenue, Camden, New Jersey 08102. Written or faxed requests will not be honored. The RFP will also be available on the PACC website at [www.camdenparking.net](http://www.camdenparking.net) on the date and time referenced herein.

Any questions should be submitted in writing to Dionne Banks, no later than **Thursday, April 14, 2022 at 10:00 AM.** Questions should be submitted in written form and faxed to 856-964-9317. Any questions submitted thereafter will be precluded from consideration.

One (1) original and four (4) copies of the Proposal must be submitted to, and be received by the Authority, via mail or hand delivery at the above address no later than 10:00 A.M. on **Wednesday, April 20, 2022**, and should be directed to the attention of Willie Hunter. Proposals will not be accepted by facsimile transmission or e-mail.

Proposals are scheduled to be opened on **Wednesday April 20, 2022** at 11:30 A.M. Any Proposals received after said opening, whether by mail or otherwise, will be returned unopened. No Proposals will be accepted after the above-referenced date. Proposals must be submitted in sealed envelopes with the name of the RFP clearly marked on the outside of the envelope.

The PACC assumes no responsibility for delays in any form of carrier, mail or delivery service causing the Proposals to be received by the PACC later than the above-referenced scheduled opening.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. All responsible firms are encouraged to submit proposals.

The PACC reserves the right to accept or reject any or all Proposals submitted in the best interest of the PACC and further reserves the right to waive any defect or informality in any Proposal should it be in the best interest of the PACC.

Proposers who submit Proposals are required to comply with the requirements of N.J.A.C. 17:27 and N.J.S.A. 10:5-31.

The PACC will consider proposals only from firms or persons that have demonstrated the capability and willingness to provide high quality services in the manner described in this RFP.

This RFP dos not constitute a bid and is intended solely to obtain competitive proposals from which the PACC may choose a contractor(s) to that best meet(s) the PACC’s needs. It is the PACC’s intent that no statutory, regulatory, or common law bidding requirements apply to this RFP. The PACC intends to award any contract(s) for these services pursuant to N.J.S.A. 40A:11-5(1)(a)(i).

***This is a 30 page document. Please be sure to read each and every page, including, without limitation, all attachments.***

**Glossary**

The following definitions shall apply to and are used in this Request for Proposals:

"Authority" “Parking Authority” or “PACC” — refers to the Parking Authority of the City of Camden.

"Qualifications Statement" or “Proposal” — refers to the complete responses to this RFP submitted by a Respondent.

"Qualified Respondent" — refers to those Respondents who (in the sole judgment of the Authority) have satisfied the qualification criteria set forth in this RFP.

"RFP" — refers to this Request for Proposals, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" — refers to an interested person(s) or firm(s) that submits a Qualifications Statement.

**SECTION 1**

**INTRODUCTION AND GENERAL INFORMATION**

**Section 1.1. Introduction and Purpose.**

The Authority is soliciting Proposals from experienced parking management and services companies and/or firms to provide Part-Time Parking Operation Manager and Meter Collection Services for an initial three (3) year term beginning in 2022 calendar year, beginning on May 1, 2022, with two (2) on 3 (1) year renewal options, for a total contract period of five (5) years at the sole discretion of the Parking Authority or on such other terms as agreed to by the parties. Through a Request for Proposals process described herein, persons and/or firms interested in assisting the Authority with the provision of such services must prepare and submit a Proposal in accordance with the procedure and schedule in this RFP. The Authority will review Proposals only from those persons or firms that submit a Proposal which includes all the information required to be included as described herein (in the sole judgment of the Authority). The Authority intends to qualify person(s) and/or firm(s) that (a) possess the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Authority to provide the greatest benefit to the PACC.

**Section 1.2 Procurement Process and Schedule.**

The selection of Qualified Respondent is subject to the bidding provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 et seq. The Authority has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Proposal in response to the RFP. All Proposals will be evaluated in the same manner and in accordance with the criteria set forth herein. Respondents agree to at all times abide by all requirements of New Jersey law, including, but not limited to the aforementioned "Pay to Play" laws, as well as any and all relevant Executive Orders and the New Jersey Election Law Enforcement Commissioner disclosure requirements.

Proposals will be reviewed and evaluated by the Authority and its selected consultants and/or advisors (collectively, the "Review Team"). The Proposals will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial requirements described in this RFP. Under no circumstances will a member of the Review Team review responses to an RFP for a job for which they or their firm submitted a response. Based upon the totality of the information contained in the Qualifications Statement, including information about the reputation and experience of each Respondent, the Authority will (in its sole judgment) determine which Respondents are qualified. Each Respondent that meets the requirements of the RFP (in the sole judgment of the Authority) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Authority.

The RFP process commences with the issuance of this RFP. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Authority reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFP or the RFP process shall be directed to the Authority's Designated Contact Person, in writing.

**Designated Contact Person:**

Ms. Dionne Banks, Project Manager

Parking Authority of the City of Camden

10 Delaware Ave.

Camden, NJ 08103

dbanks@CamdenParking.net

**Proposals must be submitted to, and be received by the Authority, via mail or hand delivery by 10:00 A.M. on Wednesday, April 20, 2022. Proposals will not be accepted by facsimile transmission or e-mail.**

Subsequent to issuance of this RFP, the Authority (through the issuance of addenda to all persons or firms that have received a copy of the RFP) may modify, supplement or amend the provisions of this RFP in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Authority.

**TABLE 1**

**ANTICIPATED PROCUREMENT SCHEDULE**

**ACTIVITY DATE**

1. Issuance of Request for Proposals Monday, April 4, 2022
2. Receipt of Proposals Wednesday, April 20, 2022
3. Completion of Evaluation of Proposal Friday, April 22, 2022

1. Approval of Resolution by
Parking Authority of the City of Camden Board

of Commissioners Monday, April 25, 2022

**Section 1.3. Conditions Applicable to RFP.**

Upon submission of a Proposal in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Proposal:

* All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.
* The Authority reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFP, or a Proposal that is not responsive to the requirements of this RFP.
* The Authority reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.
* All Proposals shall become the property of the Authority and will not be returned.
* All Proposals will be made available to the public at the appropriate time, as determined by the Authority (in the exercise of its sole discretion) in accordance with law.
* The Authority may request Respondents to send representatives to the Authority for interview.
* Any and all Proposals not received by the Authority by 10:00 A.M. on Wednesday, April 20, 2022,will be rejected.
* Neither the Authority, nor their respective staffs, consultants or advisors shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Proposal or for participating in this procurement process.

**Section 1.4. Rights of Authority.**

The Authority reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

* To determine that any Proposal received complies or fails to comply with the terms of this RFP.
* To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFP.
* To waive any technical non-conformance with the terms of this RFP.
* To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.
* To conduct investigations of any or all of the Respondents, as the Authority deems necessary or convenient, to clarify the information provided as part of the Proposal and to request additional information to support the information included in any Proposal.
* To suspend or terminate the procurement process described in this RFP at any time (in its sole discretion.) If terminated, the Authority may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Authority shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

**Section 1.5. Addenda or Amendments to RFP.**

During the period provided for the preparation of responses to the RFP, the Authority may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Authority and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

**Section 1.6. Cost of Proposal Preparation.**

Each proposal and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the Authority, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Proposal or other information required by the RFP.

**Section 1.7. Proposal Format.**

To assure consistency, responses must conform to the following format:

A. Executive Summary;

B. Resume;

C. Conflict of Interest;

D. Fees;

E. Scope of Services;

F. Insurance

G. Disclosure of Investment Activities in Iran;

H. Miscellaneous.

All sections are to be addressed and specifically referenced and will be further explained in Section 3, Proposal Contents.

Responses which in the judgment of the Authority fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

**Section 1.8. Indemnification**.

 The Respondent shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the Authority and its officials and employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under any contract to be awarded. This indemnification obligation is not limited by, but is in additional to the insurance obligations contained in this agreement.

**SECTION 2**

**SCOPE OF SERVICES**

**OPERATIONS MANAGER & METER COLLECTION SERVICES**

It is the intent of the Authority to solicit Proposals from Respondents that can provide Part-Time Parking Operation Manager and Meter Collection Services to the Authority. The Authority seeks the following capabilities and services of a vendor to provide outside support services for Part-Time Parking Operations Manager and collection of on-street parking meters and off-street pay-stations for the City of Camden Parking Authority (“Parking Authority” or “PACC”). Work with the Authority to understand the requirements and facilitate timely collection of coins from on-street meter revenue.

**SPECIFICATIONS:**

**Operation Manager: Part-Time - 3 Days Per Week**

**GENERAL DESCRIPTION:**

Under general supervision of the Executive Director and/or designee, including Special Projects Manager, Operations Manager is responsible for the management and oversight of municipal parking operations, meter collections, facilities and programs. Provides management and technical support to enhance parking operations and develops plans and strategies for parking facilities and resources. This position involves supervision over all public parking facilities and parking under the jurisdiction of the CCPA. The incumbent will have contact with the public and with elected municipal officials and administrators, boards and/or commissions as directed by the Executive Director. Direct Supervision over; Live Nation Waterfront Music Pavilion Concert Season Parking Coordination, State of NJ Aquarium Visitor & Bus Parking Lots, Waterfront Special Events Parking, Maintenance Contractor, Parking Meter Repairer Person, Parking Attendants and Parking Meter Collector. Interacts and or coordinates with Parking Authority’s; Enforcement Department, Customer Service Department, Contract Professionals (consultants, accountants, attorneys, engineer), Auditor and Bookkeeper.

**EXAMPLES OF WORK:** (Illustrative Only) Oversees daily parking operations including the collection of meter revenues, the inspection, maintenance, repair and replacement of parking meters, etc.; Maintains automated records of meter receipts, meters requiring repair and maintenance, etc. Responds to correspondence, phone requests and complaints about parking operations and programs; Supervises and assists in the inspection, maintenance, repair and replacement of meters; Supervises the collection of meter revenue; Prepares and analyzes parking data such as meter revenue, permit sales, and available spaces; Makes field visits to parking areas to observe parking patterns and to determine need for maintenance and repair, re-design of lot; parking fee structure, or change in meter/contracted spaces i.e. space creation versus elimination for reasons of efficiency and/or traffic safety considerations; Observes, identifies and reports dangerous parking lot conditions and their causes such as obstructions to vision; Prepares work orders related to the maintenance of parking structures and locales such as installation of regulatory signage, road surface marking, etc. Prepares purchase orders and maintains inventory of meter supplies and parts; Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

**METER COLLECTION SERVICES**

**1. Number of Parking Meters/Spaces:**

Collection services will be required for a system containing approximately 436+/- dual and single space MacKay manufactured parking meters, regulating 765+/- individual parking spaces and 6 Hamilton manufactured pay-stations, located in 2 parking garages and 1 parking lot.

**2. Parking Meter Collection Procedures and Requirements:**

The City of Camden Parking Authority presently has a sealed parking meter collection system. The general SOP (standard operating procedure) for on-street meter and pay station collection is described below: The Successful Proposer (Collection Service Provider) is required to adhere to the following SOP:

**Parking Meter**: Unlock the parking meter vault door by utilizing both a key for the electronic locking system. The sealed (locked) coin can is removed from the meter vault area and inserted into a sealed cylindrical collection device that engages (unlocks) the coin can from the meter. The coin can’s contents are deposited into the collection device. Once the contents of the coin can have been deposited, it is returned to the corresponding parking meter and the meter vault door is locked. At this time, the Collection Service Provider is required to reset parking meter revenue data use of a collection card. This process is repeated at all parking meters scheduled for collection. All cylindrical collection devices are returned to the Parking Authority for the sorting, counting, bagging, and deposit of parking meter revenue.

**Pay Stations**: Unlock bill hopper door and swap out the used bill hopper for a new (empty) bill hopper; engage empty sealed coin collection bucket onto pay station and release all coins into the sealed empty coin collection bucket; insert card apparatus into the pay station to retrieve/transfer all credit and smart (debit) card data, including all audit transactions; and retrieve printed tape from each and every pay station collect where collections have been performed.

**3. Number of Collections:**

It is estimated that there will be approximately 436 on-street meter collections per week and up to 6 multi- pay station collections per month. Collections are based on single space meter and/or multi-space pay station utilization; therefore, fluctuations in collection frequencies may be expected. Collections are made per a weekly schedule provided by the Parking Authority. Parking Authority reserves the right to adjust its inventory of on-street meters and pay stations, including their collection frequency, type of collection (meters or pay-stations), and ratio between the two types of systems (meters or pay-stations).

**4. Equipment:**

The Collection Service Provider shall be responsible for the coded collection keys, electronic access cards, sealed coin collection buckets, bill hoppers, and data cards issued by the Parking Authority. Collection Service Provider shall be financially responsible for repair or replacement, including parts and labor, of any equipment required due to being damaged, lost, or stolen while in his/her care, custody, and/or control. This includes access cards, data retrieval cards, sealed coin collection buckets, bill hoppers, and any other cost associated with securing all parking spaces affected by the breach. Any of the aforementioned property, including but not limited to, locks, access cards, sealed coin collection buckets, bill hoppers, and data retrieval cards, must be replaced within seven calendar days of loss. Failure to meet the time criteria of this provision shall result in a penalty of $250.00 per day or ten (10%) per day of the total value due to the Parking Authority from the Collection Service Provider due to the loss of PACC property, or whichever is greater. The greater of these two penalties will be assessed against the Collection Service Provider for every calendar day past the seventh (7th) day; such penalty is to be deducted from any future or current remittances due to the Collection Service Provider. The Parking Authority will furnish meter coin vault keys, electronic access cards, sealed coin collection buckets, bill hoppers, and/or data retrieval cards to the Collection Service Provider’s personnel at the start of each collection day at the time specified by the Parking Director. This equipment will be issued at the Administration Offices of the Parking Authority, located at 10 Delaware Avenue, Theodore Hinson Waterfront Garage, First Floor. All equipment will be signed for by the Collection Service Provider’s personnel receiving the equipment. The equipment will be returned when the

Collection Service Provider has completed its duties at the end of that day. All keys and equipment are to be fastened to the Collector’s person by suitable fashion and such fastening shall be subject to the approval of the Parking Director or designee.

**5. Damages:**

All equipment supplied by the PACC to the Collection Service Provider for the purpose of this

contract will be replaced at the Collection Service Provider’s expense in the event of damage caused while in the Collection Service Provider’s care and custody.

**6. General Provisions:**

Collection Service Provider’s personnel shall be ***unarmed*** at all times while engaged in the collection of and transportation of parking meter revenue. Collection Service Provider shall collect coins, bills, and data from parking meters on routes and schedules provided by the Parking Director, or designee. Route schedules and collection frequencies may change periodically, as required by the Parking Director, and/or his designee requests a segregated revenue rate test or special collection.

Collection Service Provider shall utilize a meter collection van provided to the Collection Service Provider by the Parking Authority. The vehicle shall be picked up at the Parking Authority’s administrative office at the beginning of the collector’s shift and returned daily tat the end of each shift. The collection vehicle shall be parked overnight and on weekends at the Hinson Waterfront Garage. It is the responsibility of the Collection Service Provider to secure and safeguarded the collection vehicle, while in the possession of the meter collector.

The collection vehicle is to be equipped by the Collection Service Provider, at the expense of the Parking Authority, in accordance with the following specifications with maximum security systems; which includes, but is not limited to the following:

(1) Electronic vehicle tracking system (Lo-Jack, Tele-Trac, or equivalent);

(2) Alarm system with sirens covering all entry points including an ignition kill and fuel shut-off;

(3) Interior iron/steel caged compartments to enclose, keep upright, and distinguish all full and empty coin canisters/sealed coin collection buckets/bill hoppers, including an individual slot for each in order to lock in an iron/steel compartment independently of each of the other collection devices;

(4) To keep contents from public view

a. solid bulkhead separating the driver from the back compartment of the vehicle with an opening that would permit the driver to have a clear view of the back compartment.

b. drop safe for equipment must be installed on the passenger side of the bulkhead.

c. All doors are to lock automatically when closed and be equipped with an alarm system as specified above.

d. Collection Service shall employ all of the personnel safety procedures and/or devices necessary to transport coin safely from parking meters and pay stations to any place within the City of Camden for the purpose of counting, storing, depositing, or any combination thereof.

h. Each vehicle operator must be equipped with a cellular telephone to provide communication from one operator to Parking Authority administrative office and/or designee.

Collection Service Provider personnel, in uniform with photograph identification. The Collection Service Provider personnel will wear identification tags, provided by the parking Authority, at all times while collecting coins and delivering the collected or counted coins. Collector must remain in radio contact with the Parking Authority designee

**7. Zones:**

Collection Zones and frequency of collection shall be established by the Parking Authority including collection routes. It is the reasonable expectation of the Parking Authority that all existing 436 on-street meter placements and 6 pay-stations can be collected by one (1) collector once a week, based on a 35–40-hour work week, excluding one (1) hour for lunch and breaks.

**8. Zone Assignments:**

Zone assignments shall be pre-determined weekly or issued daily at the Parking Authority at the time the collection equipment is issued to the collector. Wheeled carts for collection are provided by the Parking Authority and are to be returned at the close of each day’s regular collection.

**9. Transporting of Funds:**

All funds collected will be transported to the Parking Authority’s administrative offices to be counted by PACC personnel and at the option of the PACC, delivered by the Collection Service Provider to a designated Camden depository the same day or first business day following the collection by the Collection Service Provider.

**10. Reports:**

Collection Service Provider shall provide with its submittal sample Parking Collection Reports. Collection Reports will be required to be complete and submitted to the PACC on a daily basis, including Key Report Form; Daily Parking Meter Non-Collection Report; and Collection Sheets. Collection Service Provider shall complete appropriate forms, as provided by the PACC. Parking Authority reserves the right to add/amend forms as necessary.

**11. Revenue Responsibilities:**

Collection Service Provider shall be totally responsible for the security of all collected and counted revenues (coin, bills, and/or data) while in their care, custody, or control.

**12. Termination:**

PACC may, at its sole discretion, and without cause, terminate this Agreement at any time during the term herein by giving thirty (30) days written notice to the Collection Service Provider of such termination, which shall become effective as of the date so specified in said written termination.

**13. City of Camden Employees**:

The Collection Service Provider agrees not to hire any PACC employee as a part-time or full-time employee that would participate and/or be associated with the services outlined herein in providing parking operations management or parking meter collection services.

**14. Parking Authority & On-Call Supervision:**

The City of Camden Parking Authority shall have the right to have its personnel, at the sole discretion of the Parking Director, closely monitor Collection Service Provider’s personnel for any and all reasons. Collection Service Provider shall designate an on-call supervisor for each collector, when collection services are being provided. The on-call supervisor shall coordinate all duties, functions, and respond to all inquiries, as required, by the Parking Director, or designee.

**15. Firm Price Application:**

Prices quoted for personnel and management fee will remain in effect for a thirty-six (36) month period, at which time they will be reconsidered for adjustment prior to renewal, if the PACC, at its sole discretion, wishes to exercise the two (2) one (1) year renewal options, as follows:

Price change shall not be more than the percentage increase in the Consumer Price Index (CPI overall) computed on the anniversary date of the contract. CPI for the prior year anniversary date of the contract shall be the basis for computation.

**16. Loan Equipment:**

The Collection Service Provider shall be responsible for returning any loaned equipment to the PACC. Any equipment damaged while in the custody of the Collection Service Provider will be repaired or replaced at the Collection Service Provider’s expense.

**SECTION 3**

**SUBMISSION REQUIREMENTS**

**Section 3.1. General Requirements.**

The Proposal submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth herein and shall incorporate the information requested below.

Respondents are encouraged to be clear, factual, and concise in their presentation of information.

**Section 3.2. Proposal Contents.**

The Respondent shall, as part of its Proposal for Services of Meter Collection Vendor, provide the following information:

 A. Executive Summary. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Proposal.

 B. Resume.

 1. Name, address and telephone number of the firm submitting the Proposal pursuant to this RFP, and the name of the key contact person.

 2. Brief description of the firm’s history, ownership, organizational structure, location of management and office locations, and licenses to do business in the State of New Jersey. This section should include the names and business addresses of all Principals of the firm submitting the Proposal. For purposes of this RFP, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of ten percent (10%) or more in the firm. If a firm is a partially owned or fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Proposal. Describe the approval process. If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in above for each member of the partnership, joint venture or similar organization.

 3. Identify the name, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the PACC and any other team member(s) with specialized skills that would be assigned to service the Authority. Include a copy of the firm’s Business Registration Certificate and copies of the resumes of any Parking Systems Analysts who would perform services under the anticipated contract.

 4. A listing of local governmental clients with which the firm or person has similar contracts, including the name, address, telephone number, and email address of the contract person for that client.

 5. A statement of assurance to the effect that the firm is not currently in violation of any regulatory rules and regulations that may have an impact on the firm’s operations.

 6. A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.

 7. A statement regarding any judgments, claims or suits within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.

 8. Information as to whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.

 9. A statement that the Respondent is not: (i) a party to, or otherwise involved in, any pending litigation, investigation, or other action, or any procedure that would in any way impair its ability to perform its responsibilities under the anticipated contract; (ii) receiving, either as an organization and/or on the part of its owners, principals, or executive, any financial benefit from the services to be provided to the Authority other than as a direct result of the fees to be paid under the anticipated contract; (iii) in arrears for any taxes, fees, or other obligations; and (iv) or has not, been found guilty of, either as an organization and/or on the part of its owners, principals, or executives, any illegal activities that preclude it from establishing contracts with government entities.

 C. Conflict of Interest. Disclose any potential conflicts of interest that the person or firm may have in performing these services for the Authority.

 D. Fees. The proposed rate for the services to be provided and any fees for non-hourly costs or services that would be chargeable to the Authority.

 E. Scope of Services. Respondent shall submit a description of its overall experience in providing the services sought in the RFP. At a minimum, the following information should be included as appropriate to the RFP:

 1. Description and scope of work experience by Respondent.

 2. Name, address and contact information of no less than three (3) references.

 3. A statement regarding whether Respondent normally employs union or non-union employees.

 4. A narrative statement of the Respondent's understanding of the Authority's needs and goals.

 5. List all immediate relatives of Principal(s) of Respondent who are Authority employees or elected officials of the City of Camden. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

 6. A description of the Respondent’s personnel structure, such as its proposed staffing for the service to be procured, including, but not limited to providing third-party meter collection services.

 7. The Respondent shall demonstrate that it employs the appropriate number and types of staff that would be required to successfully perform the services described herein, for which the Respondent seeks to be qualified.

 F. Insurance. Provide a statement agreeing to the following requirements: prior to commencing work under contract, the successful person or firm(s) shall furnish the Authority with a certificate of insurance as evidence that it has procured the insurance coverage required. This coverage must be provided by a carrier approved the Authority and rated appropriately through A.M. Best. Firms must give the Authority thirty (30) days’ notice of cancellation, non-renewal, or change in insurance coverage. The successful firm shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract, and shall name the Authority as an additional insured at the time of execution of a contract.

 1. Professional Liability. Professional liability insurance in an amount adequate to cover all services detailed herein.

 2. Workers’ Compensation and Employers’ Liability. Statutory coverage for New Jersey. $500,000.00 Employers’ Liability.

 3. General Liability. $1,000,000.00 per occurrence/$2,000,000.00 aggregate for bodily injury and property damage.

 4. Auto Liability. $100,000.00 per occurrence/$300,000.00 aggregate. This coverage is required if the operation of any vehicle is required in the performance of these services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

 5. Fidelity bond in the amount of $100,000.

 G. Disclosure of Investment Activities in Iran. Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete a certification to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Authority of Treasury’s Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division’s website at: https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list and complete a certification, a form of which may be found at: <https://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf>

 H. Miscellaneous. Respondent may include any information that it feels is not adequately addressed by the previously sections set forth above. Respondent is also required to enclose the following executed appendices: (i) Fee Proposal; (ii) Disclosure Statement; (iii) Statement of Ownership; and (iv) Non-Collusion Affidavit.

**SECTION 4**

**INSTRUCTIONS TO RESPONDENTS**

**Section 4.1. Submission of Proposals.**

Respondents must submit an original and digital copy of their Proposal to the Designated Contact Person as follows:

Mr. Willie Hunter

Parking Authority of the City of Camden

10 Delaware Ave.

Camden, NJ 08103

Proposals must be received by the Authority no later than 10:00 A.M. on Wednesday, April 20, 2022 and must be mailed or hand-delivered. Proposals forwarded by facsimile or e-mail will not be accepted.

To be responsive, Proposals must provide all requested information, and must be in strict conformance with the instructions set forth herein. Proposals and all related information must be bound, and signed and acknowledge by the Respondent.

**Section 4.2. Miscellaneous Requirements**.

 A. The Authority will not be responsible for any expenses incurred by any firm in preparing or submitting a Proposal. All Proposals shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

 B. The contents of the proposal submitted by the successful firm(s) and this RFP may become a part of the contract for these services. The successful firm(s) will be expected to execute said contract with the Authority.

 C. Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals shall be valid for a minimum of sixty (60) days from the date of opening.

 D. The Authority reserves the right to reject any and all proposals received by reason of this RFP, or to negotiate separately in any manner necessary to serve the best interests of the Authority.

 E. Any selected firm is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior written consent of the Authority.

 F. The selected firm(s) shall be required to comply with the requirements of the Americans with Disabilities Act and with the requirements of P.L. 1975, c.127 (see Appendix E) and submit an employee information report or certificate of employee information report approvals. This requirement will be addressed upon execution of agreement.

 G. All responses to this RFP shall be subject to public scrutiny in accordance with New Jersey statutes, rules, and regulations.

 H. Any contract for services shall be subject to the availability and appropriation of sufficient funds for this purposes annually.

 I. Contracts awarded pursuant to this RFP may be amended to provide for closely related services, the need for which may arise or become apparent after the original contract award. Any contract amendment for closely related services must be approved by resolution.

 J. All firms are advised that, pursuant to N.J.S.A. 19:44A-20.13, it is their responsibility to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission (“ELEC”) if, during the calendar year, they receive a contract(s) in excess of $50,000.00 from public entities. It is the firm’s responsibility to determine if such filing is necessary.

 K. All firms are further advised that effective September 1, 2004, c. 7 expands the State Contractor Business Registration Program to contracting units as defined in the Local Public Contracts Law. Effective January 18, 2010, P.L. 2009, c. 315 revises the State Contractor Business Registration Requirement and permits filing a BRC prior to award of contracts if not filed with bid or RFP.

**[APPENDICES FOLLOW]**

**THE PARKING AUTHORITY OF THE CITY OF CAMDEN
REQUEST FOR PROPOSALS CHECK LIST**

**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL PACKAGE. A SUBMISSION WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REJECTION.**

Please initial indicating that your response includes the itemized document.

1. An original signed and digital copy of your complete proposal \_\_\_\_\_
2. Signed Proposal Form \_\_\_\_\_
3. Signed Appendix B, Disclosure Statement \_\_\_\_\_
4. Information re Statement of Ownership (See Appendix C) \_\_\_\_\_
5. Acknowledge Receipt of Mandatory Equal Employment Opportunity Statement \_\_\_\_\_
6. Equal Employment Opportunity Evidence (See Appendix D) \_\_\_\_\_
7. Signed and Notarized Appendix E, Non-Collusion Affidavit \_\_\_\_\_
8. Business Registration Certificate(s) \_\_\_\_\_
9. Insurance Certificate(s) \_\_\_\_\_

Note: N.J.S.A. 52:34-44 provides that the Parking Authority of the City of Camden shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its qualifications.

**APPENDIX A**

**VENDOR COST PROPOSAL**

**Bid Evaluation & Management Fee:**

Vendor proposals shall be evaluated based on the total amount submitted for Three (3) or Five (5) years of Management Services, payable monthly for the three or five year term of the parking management contract, whichever is in the best financial interest of the Parking Authority, combined with Vendor’s labor Rate for service requested by the PACC.

Vendor shall not “front load” management fees into the initial years of the contract. Vendor’s annual parking management fee must either be: a flat rate for all five (5) years of the contract; or a flat rate for years 1 thru 3 with a progressive escalator.

**Labor Rates – Salary & Wage:** Vendor is not permitted to markup their labor costs and shall provide PACC monthly with certified payrolls for Operations Supervisor, Meter Collector and any other staff assigned to PACC.

Vendor shall provide as part of their proposal firm salaries and hourly rates for the Operations Supervisor, Meter Collector, and optional summer parking lot attendant if required for weekend Special Events, plus the cost of benefits expressed in dollar figures and as a percentage ofemployee salary/hourly rate. Vendor shall be bound by their labor and benefit rates for the first year of operation.

Vendor’s cost of providing Operations Supervisor, Meter Collector, Special Events Lot Attendant(s) labor shall be a primary consideration in the evaluation of their proposal in addition to their annual Management Fee, to arrive at the total cost for providing labor and services.

*When completing the Bid Sheet, Vendor’s Daily, Weekly and Annual Labor amount shall be an “All In Amount” reflecting: Salary/Wage, Employer Employment Taxes, Health Insurance, Pension, Worker’s Compensation Insurance, Etc.*

|  |  |
| --- | --- |
| **CAMDEN PARKING AUTHORITY BID SHEET** |   |
| **PARKING MANAGEMENT FEE** |  |   |
| **PARKING SUPERVISOR - METER COLLECTOR - LOT ATTENDANT** |   |
|  |  |  |   |
| **MANAGEMENT FEE** | **MONTHLY FEE** | **ANNUAL FEE** |   |
| YEAR 1 |   |   |   |
| YEAR 2 |   |   |   |
| YEAR 3 |   |   |   |
| **3 YEAR TOTAL** |  |  |   |
|   |   |   |   |
| YEAR 4 |   |   |   |
| YEAR 5 |   |   |   |
| **5 YEAR TOTAL** |  |  |   |
|   |  |  |   |
| **OPERATIONS SUPERVISOR** | **DAILY RATE** | **3 DAY WEEK** | **ANNUAL** |
| **3 Days - 24 Hours** |  |  |  |
| YEAR 1 |   |   |   |
| YEAR 2 |   |   |   |
| YEAR 3 |   |   |   |
| **3 YEAR TOTAL** |   |   |   |
|   |   |   |   |
| **METER COLLECTOR** | **DAILY RATE** | **5 DAY WEEK** | **ANNUAL** |
| **40 Hour Work Week** |   |   |   |
| YEAR 1 |   |   |   |
| YEAR 2 |   |   |   |
| YEAR 3 |   |   |   |
| **3 YEAR TOTAL** |   |   |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **SERVICE & LABOR** | **YEAR 1** | **YEAR 2** | **YEAR 3** |
|  |  |  |  |
| **MANAGEMENT FEE** |  |  |  |
|  |  |  |  |
| **OPERATIONS SUPERVISOR** |  |  |  |
|  |  |  |  |
| **METER COLLECTOR** |  |  |  |
|  |  |  |  |
| **TOTAL ALL LABOR & SERVICES** |  |  |  |
|   |   |   |   |
| **OPTIONAL: WEEKENDS** |   |   |   |
| **2022 SPECIAL EVENTS** | **8 HOUR DAY** | **10 HOUR DAY** | **12 HOUR DAY** |
| **PARKING LOT ATTENDANT** |   |   |   |
|  |  |  |  |
| **OTHER REIMBURSED EXPENSES** | **DAY** | **MONTH** | **ANNUAL** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| **MISC EXPENSES TOTAL** |   |   |   |

**APPENDIX B**

**DISCLOSURE STATEMENT**

N.J.S.A. 40A:9-22.1 et seq.

*(Must be completed for response to be accepted.)*

The attention of Respondents is drawn to the provision of the Local Government Ethics Law (N.J.S.A. 40A:9-22.1 et seq.) which prohibits a Municipal Officer or employee or member of his/her immediate family from having an interest in a business organization or engaging in any business, transaction, or professional activity, which is in substantial conflict with the proper discharge of his duties in the public interest.

In furtherance thereof, every Respondent must disclose below, being a Parking Authority Officer or City of Camden Employee or whether an immediate family member is a Parking Authority Officer or employee. If the Respondent is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

Is the Respondent, or a member of the Respondent's immediate family, or anyone having an interest in the Respondent's business organization including their immediate family members, an officer or employee of Parking Authority or the City of Camden.

NO YES

If yes, provide the name of the individual and identify the position held, below, and notify, in writing:

Mr. Willie Hunter

Parking Authority of the City of Camden

10 Delaware Avenue

Camden, New Jersey 08103

(Note: All terms used herein are to be construed in accordance with their meaning under the local

Government Ethics Law cited above.)

Name of Respondent:
Authorized Signature:

Title:

Date:

**APPENDIX C**

**STATEMENT OF OWNERSHIP**N.J.S.A. 52:25-24.2

*(Must be completed for Response to RFP to be accepted.)*

N.J.S.A. 52:25-24.2 requires corporate and partnership Respondents for contracts with the Parking Authority to submit a statement setting forth the following:

1. The names and addresses of all stockholders of a corporate Respondent who own ten percent (10%) or more of its stock.
2. The names and addresses of all partners of a partnership Respondent who own ten percent (10%) or more of its partnership interests.
3. If one or more such stockholders of partners is itself a corporation or partnership, the names and addresses of all stockholders holding ten percent (10%) or more of that latter corporation's stock, or the names and addresses of all partners holding a ten percent (10%) or more interest in latter partnership.

In addition, the Parking Authority, in the event that a Respondent is a limited liability company,

requires that the Respondent must submit a statement setting forth the following: (i) the names and addresses of all members owning a ten percent (10%) or greater interest therein and, if any member of the limited liability company is a corporation or a partnership or a limited liability company, (ii) the company is a corporation or a partnership or a limited liability company, (iii) the names and addresses of the stockholders or partners or members holding a ten percent (10%) or greater interest in such corporation, partnership or limited liability company. The statement of such names and addresses must be submitted to accompany the Response.

**No Respondent will be qualified if there is a failure to comply with the requirements set forth above.**

LIST HERE (OR ATTACH) THE NAMES AND ADDRESSES REQUIRED, AS DISCUSSED ABOVE.

If not applicable, so certify.

**APPENDIX D**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statues and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statues and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

**APPENDIX E**

**NON-COLLUSION AFFIDAVIT**

State of New Jersey

County of

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, residing in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (name of affiant) (name of municipality)

in the County of and State of , of full age, being duly sworn according to law on my oath depose and say that:

l am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (title or position) (name of firm)

the bidder making this Proposal for the bid entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (title of bid proposal)

and that I executed the said Proposal with full authority to do so and that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Parking Authority of the City of Camden relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Type or print name of affiant)

Sworn and subscribed to me this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My commission expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal