



Request for Qualifications

Parking Consulting, Owners Representative and Employment Practices Services

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
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**Available: Friday, December 22, 2023 at 10:00 AM
Due: Wednesday, January 17, 2024 at 10:00 AM
Opening: Wednesday, January 17, 2024 at 11:00 AM**

Parking Consulting Services:

SCOPE OF SERVICES

It is the intent of the Authority to solicit Qualification Statements from Respondents that have expertise in the provision of **Parking Consulting, Owners Representative and Employment Practices Services and knowledge of NJ Parking Authority Rules and Regulations:** The Authority requires that Firms and/or persons responding to this RFQ shall demonstrate that they have experience as well as the continuing capabilities to perform the following Parking Consulting Services and are capable of conducting studies and rendering reports as indicated below:

1. Experience concerning management of parking facilities, surface lots, structured parking and related parking activities.
2. Parking Management Best Practices
3. Parking Facility Demand Analysis
4. Parking Facility Economic Feasibility Analysis
5. Parking District Master Plan
6. Parking Rate Analysis
7. Experience as an Owner's Representative or Agent, providing consulting for all aspects of development of a structured parking facility, including; site selection, property acquisition, environmental, design, financing, public bidding, and construction.
8. Experience facilitating Urban Redevelopment by providing municipal parking infrastructure.
9. Experience facilitating and negotiating Public Private Partnerships (3Ps) between Parking Authorities or municipal governments and private developers.
10. NJSA 40:11A et seq - Parking Authority Act
11. NJSA 40A:11 et seq - Public Contracts Law & Procurement
12. NJSA 47:1A-1 et seq - Open Public Records Act & Compliance
13. NJSA 20:3- et seq - NJ/DCA Budget Preparation & Filing
14. Administration of Operational Budget
15. Administration of Capital Budgets
16. NJSA Title 39 et seq -General Parking & Handicapped Parking Statutes
17. Residential Permit Parking -Program Administration & Operation
18. Monthly Permit Parking -Program Administration & Operation
19. General Employment best practices
20. Detailed analysis of job descriptions and structuring reporting trees
21. Experience in updating existing policies to ensure compliance with all law including discrimination, DEI best practices and related regulations.

EVALUATION

The Authority's objective in soliciting Qualification Statements is to enable it to select a firm or organization that will provide high quality and effective Parking Consultant, Owners Representative and Employment Practices Services to the Parking Authority. The Authority will consider Qualification Statements only from firms or organizations that, in the Authority's judgment, have demonstrated the capability and willingness to provide high quality services to the Parking Authority in the manner described in this RFQ. Proposals will be evaluated by the Authority on the basis of the most advantageous, all relevant factors considered.

Evaluation Criteria:

1. **20 Points:** Knowledge of NJ Statutes, Rules and Regulations effecting Parking Authorities
2. **20 Points:** Years of Experience Managing Private or Public Parking Entities, State, County & Municipal, including Authority, Utility, Divisions and/or Departments.
3. **36 Points:** Knowledge of the subject matter requested by in RFQ
4. **18 Points:** Knowledge of best employment practices and policies
5. **06 Points:** Knowledge of the Camden PA's Parking Operations. As well as availability to meet with the Executive Director and accommodate required Meetings of the Board of Commissioners.

Evaluation Methodology:

Item 1 Government Experience 20 Points: 2 Points for every year of experience related to NJ Statutes, Rules and Regulations effecting state, county, municipal or independent authority.

Item2 Parking Entity Experience 20 Points: 2 Points for every year of experience managing private or public government college, university, airport, federal, state, county, municipal parking authority, utility, bureau, department, division, etc.

Item 3 Parking Authority Knowledge 36 Points: Up to 4 Points for knowledge and experience for each of the subject matter areas listed in 3 thru 10

Item 4 Knowledge of Best Employment Practices and Policies 18 Points: Up to 6 Points for knowledge and experience for each of the subject matter areas listed in 19-21

Item 4 Knowledge of Authority 6 Points: Up to 6 Points for Knowledge of the Camden PA's Operations and ability to accommodate meetings with Commissioners and Authority meeting schedule.

Important Dates

The RFQ will run from Friday, December 22, 2023 through Wednesday, January 17, 2024. The due date for interested firms to submit is January 17, 2024, no later than 10:00 AM at The Parking Authority Offices 10 Delaware Avenue, Camden NJ 08103. RFQ's will be open at 11:00 AM on Wednesday, January 17, 2024, here at the Parking Authority of the City of Camden, 10 Delaware Avenue, Camden NJ 08103.