

Parking Matters Update Analysis

EVENT NO. 10257

SECTION II

SCOPE OF WORK

- 2.0 Broad Description of the Project:** The City of Savannah is seeking Request for Proposals (RFP's) from qualified vendors to update portions of the original Parking Matters study, focusing on the area south of Liberty Street. The objective of this project is to conduct a comprehensive analysis and provide recommendations to enhance parking management and accessibility in the designated study area.

The study area is bordered by Liberty Street to the north, Martin Luther King Boulevard to the west, Broad Street to the west, and Victory Drive to the south. The total area is approximately one (1) square mile. The City reserves the right to request subsequent interviews as part of the evaluation process. All questions or concerns shall be directed to Tiffany Daniels by email tiffany.daniels@savannahga.gov.

Only electronically submitted bids through the supplier portal will be allowed. To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. Large files may need to be split up and uploaded as multiple attachments.

A pre-bid conference has been scheduled to be conducted at the Floyd Adams Jr. Complex. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise. You are invited to attend.

- 2.1 Scope of Services:** The selected vendor will be responsible for carrying out the analysis, utilizing their expertise to evaluate the existing parking situation and develop strategies to optimize parking utilization and efficiency. The scope of work includes, but is not limited to:
- 2.1.1 Assessing the current parking infrastructure, including parking lots, garages, and on-street parking within the study area.
 - 2.1.2 Conducting occupancy studies to determine parking demand and patterns during peak and non-peak hours in all affected zones.
 - 2.1.3 Reviewing relevant city ordinances, policies, and regulations related to parking management.
 - 2.1.4 Engaging with stakeholders, including city officials, business owners, and residents, to understand their parking needs and concerns.
 - 2.1.5 Developing innovative and sustainable parking solutions, considering factors such as technological advancements, public transportation, and alternative modes of transportation.

2.2 Staffing: The vendor shall provide a qualified and experienced team to carry out the project. The team should include, at a minimum, the following key personnel:

2.2.1 Project Manager: Responsible for overall project coordination, ensuring deliverables are met, and serving as the main point of contact with the City of Savannah.

2.2.2 Someone versed in parking analytics: Skilled professionals with expertise in parking studies, data analysis, and parking management strategies.

2.2.3 Urban Planners: Professionals with a background in urban planning, who can contribute to the development of long-term parking solutions that align with the city's growth plans.

2.3 Data Collection:

2.3.1 The vendor has the option to either carry out the data collection process or work in collaboration with the City of Savannah. The data collection phase should include occupancy studies conducted in all areas within the defined study boundary, which extends from Liberty Street to the north, Victory Drive to the south, Martin Luther King Blvd to the west, and Broad Street to the east.

2.3.2 If the vendor wishes to carry out the data collection portion, please provide the pricing of that service as a separate line item.

2.4 Proposal format:

Proposals shall be submitted in the following and include the following information.

2.4.1 Cover letter stating the intent of the Proposer for this event. Cover letter must include acknowledgment of all addenda issued for this proposal. If the addenda are not acknowledged in the cover letter, proposals will not be considered further.

2.4.2 Description of the proposed methodology and approach to conducting the parking analysis

2.4.3 Proposed project team, including key personnel and their qualifications.

2.4.4 Project timeline with key milestones and deliverables.

2.4.5 References from previous similar projects.

2.5 Basis of Award: Proposals will be evaluated according to the following criteria and weight:

a. Proposer's qualifications and experience, including support capabilities (*35 points*)

b. Technical capabilities (*15 points*)

c. Fees (*15 points*)

d. References (*5 points*)

e. SBE/DBE participation goals (*10 points*)

f. Savannah First (*20 points*) Vendors within the city limits of Savannah and have a City of Savannah Business Tax Certificate one (1) year prior to the solicitation release date will receive a total of 20 points. Vendors outside the city limits but located within Chatham County will receive a total of 10 points. Submit a copy of the business tax certificate with the proposal.

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed system.

A short list may be developed, and interviews conducted with those proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers at the City's discretion. The City also reserves the right to request a best and final offer (BFO) and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

2.6 Copies: One (1) electronically submitted through the supplier portal of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

2.7 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for the preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.

2.8 Local Vendor Definition

A bidder or business shall be considered a local vendor if it meets all the following requirements:

- a) The bidder or business must operate and maintain a regular place of business with a physical address within the corporate limits of the city, and
- b) The bidder or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the City for at least one (1) year prior to the issuance of the requested competitive quote, bid, or proposal by the City (a post office box or temporary office shall not be considered a place of business), and
- c) The bidder or business performs quantifiable services in the ordinary course and scope of its business with the skills, qualifications, and expertise necessary to execute its contractual obligations to the City.

2.9 Satisfaction of DBE Goals; Good Faith Effort

The process by which the City determines whether an Offeror has met the City's DBE goal is set forth in the guidelines below:

- a. A bid shall be considered non-responsive unless a bidder meets either the DBE goal established for the contract or demonstrates good faith effort to meet the DBE goal.
- b. To meet the DBE goal of a solicitation, a bidder entity must submit the following information:
 - i. The names and addresses of each DBE that will participate in the contract;
 - ii. A description of the work that each DBE will perform;
 - iii. The percentage of the contract value that each DBE will receive.

- iv. Negotiating in good faith with each interested DBE. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and explaining why an agreement could not be reached with an interested DBE to perform the work. The fact that there may be some additional costs involved in subcontracting with DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, if such additional costs are reasonable, as determined by the Program Coordinator in his or her sole discretion.
- v. In determining whether a bidder has made a good faith effort, the Program Coordinator may also consider the level of participation proposed by the bidder and the level of participation proposed by other bidders. The closer the bidder's proposed participation is to the goal or to the proposed participation by other bidders, the greater the indication of good faith by the bidder.

2.10 Hire Savannah Program Participation

- 2.10.1 The City of Savannah seeks to increase the utilization of the local workforce to the greatest extent possible on City contracts. To achieve this priority, the City of Savannah Mayor and Aldermen endorse efforts to establish hiring agreements with businesses benefitting from municipal contracts with the City to hire local workers residing in the city of Savannah, Georgia.
- 2.10.2 To the extent otherwise permitted by law, the requirements of the Hire Savannah Program shall be included in all bid awards of \$100,000 or more for covered services and \$250,000 or more for construction-related services as a method of inducing contractors to hire qualified workers who reside in Savannah, Georgia.
- 2.10.3 To assist contractors in maximizing local labor use, the City of Savannah has partnered with WorkSource Coastal (WSC). WSC assists employers and job seekers in meeting job training and employment needs throughout the ten-county coastal region including Savannah and Chatham County. WSC will post contractor job openings, coordinate recruitment among partner agencies, and refer qualified candidates to contractors for hiring consideration. Additional employer services are also available through WSC, including federally subsidized training and/or wages for eligible activities.
- 2.10.4 The Contractor is fully responsible for the work performed under the contract, and this responsibility is not in any way diminished using labor supplied by WSC, nor is the City of Savannah or WSC accepting any responsibility for non-compliance with the contract due to the performance, or lack thereof, on part of labor supplied by WSC.
- 2.10.5 The Contractor is responsible for the compliance of all contractors providing services under the Covered Contract, including subcontractors and lower-tier subcontractors but excluding material manufacturers and suppliers, with the requirements of the Hire Savannah Policy.

2.10.6 In responding to this solicitation, the bidder/proposer shall complete a Hire Savannah Agreement, indicating that it agrees to be bound to contractual obligations to use good faith efforts to meet Hire Savannah Program requirements and hire Qualifying Workers residing in Savannah, Georgia.

2.10.7 If the bidder or proposer fails to respond affirmatively, it shall be deemed non-responsive to the solicitation.

2.11 Qualifications: Each proposer shall submit a summary of their qualifications and experience (**as requested in the attached “Statement of Qualifications”**) (**or provide detailed description of required qualifications**). Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

2.12 Schedule: Each proposer shall submit a proposed time schedule for the project.

2.13 Fees: Proposer shall submit fees based on the detailed listing in Section 3 of the RFP. (Provide Hourly Fees for Services not specifically shown in the Scope of Services that may arise during the Design and Construction Phase of the Project)

2.14 Acknowledgement of Addenda: Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged for proposals to be considered.

2.15 Other Items Required

No exclusions for subcontractors. The City recommends the contractor obtain certificates of insurance from sub-consultants; however, the contractor will ultimately be responsible for any gap in coverage or lack thereof.

All insurance carriers in the policy/Certificate of Insurance (COI) are required to have an AM Best Rating of A-, IX, or better. The City of Savannah is not responsible for any of the property used in or owned by the consultant. All deductibles in the coverage are the responsibility of the named insured the on policy. Any modifications to specifications must be approved by the City.

Note: The City of Savannah reserves the right to reject any or all proposals received, to waive any informalities or technicalities, and to award the contract to the vendor that best meets the requirements outlined in this RFP.

SECTION III
FEE PROPOSAL

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

Fee proposals shall be submitted on this form as a separate attachment clearly marked Fee Proposal for Event # 10257- PARKING MATTERS. Fee proposals will only be opened if, after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications.

All addenda must be acknowledged online under the questions tab when submitting your proposal.

Total Fee \$ _____

Proposers must also submit a breakdown of their pricing structure which supports the total proposed fee. This supporting documentation must be included in the separate, sealed envelope containing the fee information. No fee information should be included in the body of the proposal.

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____

Area Code

FAX: (_____) _____

Area Code

EMAIL: _____

I certify this proposal complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date

NON-DISCRIMINATION STATEMENT

The prime contractor / bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, women, and individuals belonging to other socially and economically disadvantaged groups;
- (3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature

Title

CONTRACTOR AFFIDAVIT AND AGREEMENT

Employment Eligibility Verification

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Savannah has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Savannah, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY:

Contractor Name

Date

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

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Instructions for Completing Contractor Affidavit and Agreement Form

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf.) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

Affidavit Verifying Status for City of Savannah Benefit Application

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date _____

Printed Name: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens.

Notary Public

My Commission Expires:

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*Instruction for Completing Systematic Alien Verification
for Entitlement (SAVE) Form*

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.