ADDENDUM #1
R24-010CA
February 7, 2024

NAME OF PROJECT: "Parking & Curb Management Plan"

PROPOSAL DUE DATE: **REMAINS:** Wednesday, February 21, 2024 - NO LATER THAN 3:00 PM

This document shall become as fully a part of the above named solicitation and Contract Documents as if included and shall take full and complete precedence over anything stated or shown to the contrary in them.

Acknowledgment: Each Offeror shall indicate in the place provided acknowledgment of receipt of this Addendum.

Each and every Offeror, subcontractor, and material supplier shall be responsible for reading each and every item in this Addendum to ascertain the extent and manner it affects the work in which he is interested.

CHANGES TO THE PUBLICATION NOTICE

The following items and information are corrections and additions to the above referenced project.

1. **Questions & Answers Published**

Offeror shall acknowledge receipt of this addendum by signing below, and this addendum must be returned as part of the proposal.

_____   _____
Signature   Date

_____
Firm

Questions & Answers

1) What parking and curb data does the City have available both current and historical?

   We will work with the selected consultant to provide access to all available data sources. We expect the consultant to do the data mining and organization as they determine. Generally, all our technology partners provide the ability to download historical data to CSV and Excel files.

   Data for on street locations:

   CivicSmart payment data by meter
   Parkmobile payment data by space and zone
   Gtechna citation data by violation and location
   On street permit holder data from Zephire Parker Management Solution

   Data for surface lot locations:

   Flowbird payment data by station and zone
   Parkmobile data by zone
   Gtechna citation data by violation and location
   Monthly parker data from Zephire Monthly Parker Management Solution

   Data for garage location:

   SkiData Sweb Analyze full suite of reports
   Gtechna citation data by violation and location
   Monthly parker data from Zephire Monthly Parker Management Solution

   EVSE data

   ChargePoint dashboard full suite of reports

2) Can another font be used instead of Times New Roman?

   Yes. Please keep in mind it must be legible on a computer screen.

3) Can font other than Time New Roman be used for section headers?

   Yes. Please keep in mind it must be legible on a computer screen.

4) Does minimum font of Times New Roman 10 apply to graphics, table contents, and photo/image captions?

   No. Please make sure the font and size are legible on a computer screen.

5) Will potential interviews be held in-person or virtually?

Initial interviews if required will be virtual. If we determine that further interviews are needed to differentiate proposals, we reserve the right to have them in person in Colorado Springs.

6) Can full resumes be provided in an appendix and be excluded from the 25 page limit?

Resumes do not count against the 25 page limit but should be limited to key personnel for the project.

7) Are the sections, Price Area and Schedule, to be included as part of Appendix A: Proposal & Fee Schedule? Do they count towards the total page count?
Can the Proposed Fee be included on an 11" x 17" page?

Proposal and Fee schedule can be together and included as Appendix A. They both count towards the page count limit. 11 x 17 page size for the fee schedule is acceptable.

8) Can we include a graphical front cover without it counting towards the page limit?
Yes

Does the 10 pt font requirement apply to graphics?
No

Can we include RFP information and graphical elements, such as firm and City logo, RFP number and name, and deadline date in our headers and footers within the one-inch margin?
Yes

Should we include hourly rate sheets for subconsultants?
Yes

Can we use an 11X17 to show our fees?
Yes

Does an 11x17 count of one or two pages?
One Page

In 2.4 (Organizational Background & Overview) you mention "an assessment of financial stability" are you looking for a statement or documents to provide this information?
Financial Statements are not required at this time.

In 2.5 (Expertise & Approach) you mention "providing information on Key Personnel" can you please expand on what that includes, (resumes, bios, ?)

Resumes or bios as you see fit to provide the evaluators sufficient information for key personnel for the project.

9) What goals does the Enterprise have for community engagement, and how do they envision this process unfolding? Are there any specific technology options or criteria that the Enterprise is interested in seeing the consultant explore for improving parking performance visibility?

The City's organizational Values are **Transparent Government**, **Proactive Government** and **Approachable Government.** These values should frame the overarching approach to community engagement. From the point of view of the Enterprise the community engagement includes other City Departments, NGOs in the City that promote growth and development for the City, business owners and their employees and to the extent practical individual parkers that utilize our parking assets. Face to face interaction with City Departments, NGOs and the public are encouraged. Recommendations for technologies to use with engagement are welcome. The end goal is that stakeholders in the efficient operation of Parking resources to promote business success and customer satisfaction have opportunity to provide input.