**City of Lynwood**

**Parking Meter and Enforcement RFP**

**Questions and Answers**

1. Will there be a phone number to call-in if we are unable to attend the pre-bid in person this Thursday?
	* Yes please use the following Number: (515) 739-1280 Access code: 947902
2. With respect to paystations, has the  city decided on the configurations, namely:
	* The City has not decided on a type.  We will review the proposed options.  Internally we are leaning toward a pay and display or pay by space system.
3. Is it this city's intention to accept credit cards and coins only?
	* Yes that is correct.
4. Is it okay to respond to the bid as a technology and product supplier but not a labor provider?
	* The City is looking for a proposal that encompasses all requested services.
5. With respect to your parking meter proposals, does the city require or prefer one proposal from a prime or integrator? As a provider of parking pay stations we could propose the equipment as an la carte option, but we may also team up with enforcement and management vendors.
	* We are looking for a comprehensive proposal and firm/team that can deliver both the meter/paystation and enforcement.
6. Throughout the RFP,  "technical specifications" are referred to for further detail. Am I missing an attachment or exhibit with the details? Technical Specifications are referenced in Attachment B-1, item #7; and Attachment B-2, item #s 6, 7, and 20.
	* I will check with staff regarding any technical specifications but at this point I believe those should have been removed.
7. Number of parking spots and breakdown by on/off/lot/garage. Map of the regulated area.
	* We do not have a finalized number of spots.  We are looking to select a vendor/product with a unit price and then negotiate the rollout of meters.  We are also including additional information on the City website later today.
8. Do we need an office prior to the award of the contract? (Page 4)
	* You do not need an office prior to award.
9. Can the references be international? Instead of a phone-call, can we have a letter or similar from the granting administration?
	* Yes.
10. Actual personnel and salary (if they regulate).
	* Yes you will need to provide.
11. How is the citation process? We issue fines, leave them in the windscreen and report them to start a citation process? (So citation is not under the scope).
	* The selected firm would be responsible for enforcement including the issuance of citations.
12. Q. Re: Item III. L. II (page 5) - Please expand on the requirement for "SMS, • Remote   connections   capability   such   as   Short   Messaging Service (SMS)" The SMS is usually in respect to addressing sending status alerts and communicating with the technicians or operator. Is this consistent with the city's objectives for SMS in this bid?
	* Yes this is consistent with the City’s objectives.