



ParkAlbany

**Albany Parking Authority
25 Orange Street
Albany, NY 12207-2224**

**REQUEST FOR PROPOSALS RFP 2018-04
Regulatory Parking Signs Inventory and Parking Space Count
August 3, 2018**

BID DUE DATE: Wednesday, August 29, 2018 @ 2:00 PM EDT

This RFP has been developed specifically for the Albany Parking Authority for Regulatory Parking Signs Inventory and Parking Space Count and may not be the same as previous requests for proposals. Therefore, all Vendors are urged to review this package in detail before submitting their proposal.

Section 1: Introduction

The Albany Parking Authority is seeking to get an inventory and condition report of regulatory parking signs and the amount of legal on-street parking spaces. The Albany Parking Authority invites proposals for a GIS Inventory and Audit of the regulatory parking signs and amount of legal on-street parking within the City of Albany. All information must be recorded in such a manner as to be able to be GIS mapped for an integrated GIS and Inventory map system.

The City of Albany, NY, is the capital city of the State of New York. There are approximately 255 miles of roadway and approximately 30,000 parking regulatory signs.

Section 2: Project Overview

A. The purpose of this project is to create an up to date inventory of regulatory parking signs throughout the City and to create a GIS inventory of both the type of regulation and sign condition. In addition to the inventory, this project requires a count of a block by block amount of legal on-street parking. A “legal on-street parking space”, by definition is a parkable space, not already restricted by official signage, restricted by local ordinance or NYS Vehicle and Traffic Law. In addition, the successful bidder will provide exact coordinates and attributes of each regulatory sign for the City’s use in their existing ESRI GIS software.

B. Anticipated Procurement Schedule:

Issue RFP	Friday, August 3, 2018
Pre-Bid Meeting	Wednesday, August 15, 2018 at 10:00am

Albany Parking Authority
25 Orange Street
Albany, NY 12207

Questions Submitted	Monday, August 20, 2019
Questions & Answers Posted	Friday, August 24, 2018
Proposals Due	Wednesday, August 29, 2018 at 2:00pm
Award Project	Tuesday, September 4, 2018

Section 3: Receipt Of Proposals

3.1 Five (5) copies of the proposal must be received in a sealed envelope marked “Proposal Enclosed –“Regulatory Parking Signs Inventory and Parking Space Count” no later than August 29, 2018 at 2:00p.m. and BID openings at 2:30pm at the following address:

Matthew Peter, Executive Director
Albany Parking Authority
25 Orange Street
Albany, NY 12207-2224
MPeter@parkalbany.com

3.2 Each proposal submitted will be the document upon which the Albany Parking Authority will make its initial judgment regarding each proposer’s qualifications, methodology, and ability to provide the requested services.

3.3 Those submitting proposals do so entirely at their own expense. There is no express or implied obligation by the Authority to reimburse any firm or individual for any costs incurred in

preparing or submitting proposals, preparing or submitting additional information requested by the Authority, or participating in any selection interviews.

- 3.4 Submission of any proposal indicates an acceptance of the conditions contained in this Request for Proposals unless the submitted proposal clearly and specifically states otherwise.
- 3.5 The Albany Parking Authority reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.
- 3.6 The Albany Parking Authority reserves the right to award the contract, in whole or in part, to one or more firms and individuals.
- 3.7 Any award shall be conditioned on the later execution of a formal written contract with such terms and conditions as determined in the sole discretion of the Albany Parking Authority. The Albany Parking Authority reserves the right to revoke or rescind any award at any time prior to the full execution of a formal written contract.

Section 4: Qualifications Of Bidders

- 4.1 Each proposer shall provide a statement of qualifications including:
 - a. A brief history and description of the person(s) or entity/firm submitting the proposal.
 - b. Identification of the staff members and their relevant experience who will be assigned to this engagement if the proposal is selected.
 - c. No more than three (3) references, including addresses and telephone numbers.
 - d. A signed cover letter from a person who is authorized to make representations to bind the person or entity/firm submitting the proposal.
 - e. A summary of Proposer's general experience in the services being requested.
 - f. Any additional information which would serve to distinguish the person or entity/firm from other person(s) or entities/firms submitting proposals, such as examples of work similar to the scope of services contemplated by this RFP, any special expertise or experience of the person or entity/firm, etc.
- 4.2 The Albany Parking Authority may make such inquiries it deems necessary to determine the ability of each proposer to perform the services contemplated by this RFP. Proposers shall promptly furnish all information and data for this purpose as may be subsequently requested by the Albany Parking Authority.

Section 5: Scope of Work

This section identifies the Scope of Services. The proposal submitted to the APA shall provide narrative descriptions for the Contractor's approach in addressing the tasks listed under this RFP. As part of your proposal, please indicate your compliance or noncompliance with the below requirements and requests for information as to your approach. Please organize your response by the sections below. Explain as to how you will meet these requirements and answer any questions presented. The Contractor may propose other options above and beyond the list tasks if deemed beneficial.

- A. Survey. The Contractor will conduct a block by block survey and inventory of all regulatory signs and amount of legal on-street parking. The survey data to be collected shall include, but is not limited to the following feature attributes:
 1. Street locations accompanied with GPS coordinates (longitude and latitude)
 2. Street name, cross streets and which side of the road (North, South, East or West)
 3. Condition of regulatory signs

4. Regulation of signs
5. Missing signs
6. Amount of legal on-street parking spaces

B. Deliverables

1. Report Summarizing methodology, the total quantities of regulatory signs and amount of legal on-street parking spaces, existing conditions, summary of sign regulation and any notable anomalies.
2. A Microsoft Excel Workbook of the regulatory sign inventory attributes including GPS coordinates. Attached to this RFP as Exhibit A is a sample Excel file which was developed by the City of Albany Planning Department previously to create an inventory of Parking Signs in the City – note, however, nothing was accomplished beyond creating this Excel file and no parking sign inventory/data was inputted into this Excel file. This file is provided as an example only, and is not required to be used by the bidder. The bidder should determine if attributes/data fields beyond those contained in Exhibit A should be collected as part of this work and included in the response to this bid, as necessary.
3. A Microsoft Excel Workbook of all legal on-street parking.
4. ESRI ArcGIS file geodatabase or map package for ArcMap 10.4 with attributes of the Albany Parking Authority’s regulatory parking signs inventory and amount of legal on-street parking spaces.

C. Final documents/deliverables to be completed and delivered 12-14 weeks of contract signing.

- D. Cost Proposal. Each bidder response to this RFP must include a “Cost Proposal” section which must state the **total fee** to be charged to the APA for the Scope of Work. Hourly fees may be included, however a total fee (not to exceed) must be included in the bidder response. Bidders must also set forth in detail any and all additional expenses for which you expect to be reimbursed. The proposal must provide a guarantee that no additional fees will be charged to the Albany Parking Authority without prior written consent by the Authority. Failure to provide the cost information detailed in this section may result in bidder disqualification from this RFP.

Section 6: Proposal Evaluation

- 7.1 Proposals shall remain valid until the execution of a contract by the Albany Parking Authority.
- 7.2 Proposals shall be examined and evaluated by the Albany Parking Authority to determine whether each proposal meets the requirements of this RFP. A recommendation will be made for a contract award based on the following criteria:
 - * Proposer’s demonstrated capabilities, professional qualifications, and experience in the field of structural engineering.
 - * The wherewithal of the proposer(s) to render the requested services to the Authority in a timely fashion.
 - * Total proposed cost.
 - * Completeness of the proposal.
- 7.3 The selection of a proposal will be based on all of the above factors, and not solely on a monetary evaluation.

Please see the below certain forms which must be completed and submitted with your bid to the Albany Parking Authority (“APA”).

Non-collusion statement. Pursuant to Public Authority Law §2878, each Bidder must complete the “NON-COLLUSION PROPOSAL CERTIFICATE PURSUANT TO NEW YORK STATE PUBLIC AUTHORITY LAW § 2878” and submitted with the bidder’s response to this RFP.

Bidder Responsibility. Pursuant to State Finance Law §§139-j and 139-k, this request for proposals (“RFP”) includes and imposes certain restrictions on communication between the Albany Parking Authority (“Authority”) and an Offeror/bidder during the procurement process. An Offeror/bidder is restricted from making contacts from the earliest notice of intent to solicit offers (in this instance, the release of this RFP) through final award and approval of the resultant contract by the Authority (“restricted period”) to other than designated individuals unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Only email inquiries are allowed. **The designated individuals for this RFP is Sean Palladino, Associate Director of the Authority at spalladino@parkalbany.com.** Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offeror/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a 4 year period, the Offeror/bidder is debarred from obtaining governmental Procurement Contracts. Additionally, the above law requires certain affirmations to be provided to the Authority by bidders and that certain provisions be contained within any contract/award resulting from this RFP. Specifically, the following forms/information is provided:

1. The Authority must obtain from all Offerors the required affirmation (“**Compliance with NYS Finance Law §139-j**”) of understanding and agreement to comply with procedures on procurement lobbying restrictions regarding permissible Contacts in the restricted period for a procurement contract in accordance with State Finance Law §§139-j and 139-k. The affirmation is provided below and must be completed and returned to the Authority when submitting a bid.

2. The Authority must include a disclosure request (“**Offeror Disclosure of Prior Non-Responsibility Determinations**”) regarding prior non-responsibility determination in accordance with State Finance Law §139-k in its solicitation of proposals or bid documents or specifications or contract documents, as applicable, for procurement contracts. The required form is provided below and is to be completed and returned to the Authority when submitting a bid.

3. The Authority must obtain from all Offerors a required certification (“**Bidder Certification**”) that the information is complete, true and accurate regarding any prior findings of non-responsibility, such as non-responsibility pursuant to State Finance Law §139-j. The Offeror must agree to the certification and provide it to the procuring Government Entity. This certification is provided below and must be completed and returned to the Authority when submitting a bid.

4. New York State Law §139-k(5) provides that every procurement contract award subject to the provisions of State Finance Law §§139-k and 139-j shall contain a provision authorizing the Authority to terminate the contract in the event that the certification is found to be intentionally false or intentionally incomplete. An example of such language is provided below:

The Authority reserves the right to terminate this contract in the event it is found that the certification filed by the Offeror in accordance with New York State Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the Authority may exercise its termination right by providing written notification to the Offeror in accordance with the written notification terms of this contract.

**NON-COLLUSION PROPOSAL CERTIFICATE
PURSUANT TO NEW YORK STATE PUBLIC AUTHORITY LAW § 2878**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in the bid have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
- (3) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(date)

(signature)

(printed name and title)

(name of firm)

STATE OF _____)
COUNTY OF _____)

SS:

On the __ day of _____, 2018, before me, the undersigned, a notary public in and for said state, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to this document and acknowledged to me that he/she executed the same in his/her capacity and that by his/her signature, the individual or the person/entity upon behalf of which the individual acted, executed this document.

1. **Compliance with NYS Finance Law §139-j.** Offeror affirms that it understands and agrees to comply with the procedures of the APA relative to permissible Contacts as required by State Finance Law §139-j.

By: _____ Date: _____
Signature

Name: _____

Title: _____

Contractor Name: _____

2. **Offeror Disclosure of Prior Non-Responsibility Determinations.**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name and Title of Person Submitting this Form: _____

Date: _____

A. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):
No Yes

If yes, please answer the following questions:

B. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j? (Please circle):
No Yes

C. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):
No Yes

D. If you answered yes to questions A thru C, please provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary)

E. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):
No Yes

F. If yes, please provide details below.

Governmental Entity: _____

Date of Termination or Withholding of Contract:

Basis of Termination or Withholding: _____

(Add additional pages as necessary)

3. **Bidder Certification**. I certify that all information provided to the APA with respect to State Finance Law §139-k is complete, true and accurate.

By: _____
Signature

Date: _____

Name: _____

Title: _____

Contractor Name: _____

Exhibit A

APA Parking Restriction Inventory

Draft Data Dictionary | GIS Attributes

RFP	Desc	Field Header	Examples:	Field Option:	Field Type/Length:
Date	Autofill	Survey_Date	<i>Autogenerated</i>		Date/Time
Sign ID / Global ID	Autofill	Sign_Id	<i>Point ID Auto Generated in GPS</i>		Text, 20
Street Name		Street	<i>N Main St</i>	<i>Dropdown Menu</i>	Text, 255
Block Range		Block_Range	<i>100-200</i>	<i>Dropdown Menu</i>	Text, 255
Street Side	N, S, E, W	Street_Side	<i>East, West, North, South, NE, NW, SE, SW</i>	<i>Dropdown Menu</i>	Text, 255
Cross Street		Cross_Street	<i>Autogenerated</i>	<i>Dropdown Menu</i>	Text, 255
Type of Parking Restriction	No Parking, Two-Hour Parking, Handicap, Permit Parking, etc.	Restriction_Type	<i>No Parking, Two-Hour Parking, Handicap, Permit Parking, Capital Carshare, EV Charging Station, Temporary, etc.</i>	<i>Dropdown Menu</i>	Text, 255
Beginning Time		Beginning_Time	<i>11:00 PM</i>	<i>Date/Time</i>	Date/Time
Beginning Day		Beginning_Day	<i>Tuesday</i>	<i>Dropdown Menu</i>	Text, 255
Ending Time		Ending_Time	<i>7:00 AM</i>	<i>Date/Time</i>	Text, 255
Ending Day		Ending_Day	<i>Wednesday</i>	<i>Dropdown Menu</i>	Text, 255
Complete Sign Text		Sign_Text	<i>11pm Tuesday to 7am Wednesday, No Parking Here to Corner, etc.</i>		Text, 255
Other Type of Restriction	Metered Parking, Loading Zone, Snow Emergency, etc.	Alt_Restrictions	<i>Parking Lot, Garage, Metered Parking, Loading Zone, Snow Emergency, Visitor, Private Restriction, etc.</i>	<i>Dropdown Menu</i>	Text, 255
Other Restrictive Time		Alt_Time	<i>9am - 5am</i>		Date/Time
Other Restrictive Day		Alt_Day	<i>Mon - Fri</i>		Text, 255
Other Restriction Sign Text		Alt_Text	<i>Metered Parking Mon-Fri 9am - 5pm, Loading Zone 30-Minute Parking, etc.</i>		Text, 255
Type of Sign Fixture	Standalone, Street Light Mount, Tree Mount, Building Mount, Other	Sign_Fixture	<i>Mounted to Tree, Mounted to Street Light/Pole, Standalone Metal Post, etc.</i>	<i>Dropdown Menu</i>	Text, 255
Notes		Notes			Text, 255
Sign Condition	Good, Fair, Damaged, Missing	Sign_Condition	<i>Good, Moderate, Damaged</i>	<i>Dropdown Menu</i>	Text, 255
Type of Damage	Faded, Graffiti, Damaged, Other	Damage_Type	<i>Yes, No, Bent, Damaged, Graffiti, Faded, Other, etc.</i>	<i>Dropdown Menu</i>	Text, 255
Type of Service	Replace, Fixture Repair, Update Restriction, Other	Service_Request	<i>Yes, No, New Post, Remove, Replace, Change Restriction, etc.</i>	<i>Dropdown Menu</i>	Text, 255
Comments		Comments			Text, 255
Service Status	Work Order Sent, Replacement in Progress, Order Complete	Service_Status	<i>Work Order Sent, Replacement In Progress, Order Complete</i>	<i>Dropdown Menu</i>	Text, 255
Service Request Date	Date of Service Request	Service_Date	<i>Date of Service Notification</i>		Date/Time
Service Completion	Date for Completed Work Order	Service_Completion	<i>Date of Service Completion</i>		Date/Time
Contact		Contact	<i>Bill Trudeau [mailto:wtrudeau@albany.gov], DGS, APA, etc.</i>	<i>Dropdown Menu</i>	Text, 255
Change Over Time		Change_Time			Date/Time
Retroreflectivity		Retroreflectivity	<i>Is this of interest?</i>	<i>Rating Dropdown ?</i>	Text, 255
Anomoly		Anomoly	<i>Type of Parking Anomoly ?</i>		Text, 255
Sweep Route Number		Sweep_Route	<i>Monday, Route 1</i>	<i>Dropdown Menu</i>	Text, 255
Plow Route Number		Plow_Route	<i>Monday, Route 1</i>	<i>Dropdown Menu</i>	Text, 255
ADA		ADA	<i>Is there anything you need to comply with?</i>	<i>Rating Dropdown ?</i>	Text, 255
Owner		Owner	<i>City, County, NYS, Private</i>	<i>Dropdown Menu</i>	Text, 255
Neighborhood		Neighborhood	<i>Melrose, etc.</i>	<i>Dropdown Menu</i>	Text, 255
Ward		Ward	<i>01, 02, 11, etc.</i>	<i>Dropdown Menu</i>	Text, 255
Zoning		Zoning	<i>R-1L, etc.</i>	<i>Dropdown Menu</i>	Text, 255
Photo		Photo			Text, 255
X Coordinate		Xcoord			
Y Coordinate		Ycoord			