

**ADDENDUM No. 1**  
**RFP 849, Municipal Parking Citation Processing and Collection Services**  
**City of Ann Arbor**  
**Due: Thursday, May 30, 2013 by 10:00 a.m.**

The following changes, additions, and/or deletions shall be made to the Request for Proposal for Municipal Parking Citation Processing and Collection Services, RFP No. 849, on which proposals will be received on or before 10:00 A.M. Thursday, May 30, 2013 by 10:00 a.m.

The information contained herein is being provided in advance of the Pre-Proposal Meeting to assist potential respondents in the review of the RFP. This Addendum includes 4 pages.

Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

**Questions and Answers**

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Additional Q&A may be issued after the scheduled Pre-Proposal meeting.

Q. We believe that there is only one municipality in the State of Michigan that issues as many parking citations as the City of Ann Arbor. With that in mind, vendors that have multiple parking customers within Michigan may not have experience supporting programs with similar complexity or volumes to the City of Ann Arbor. The number of customers within Michigan is not necessarily dispositive of how a vendor will perform for the City of Ann Arbor. Our firm is the largest provider of parking services nationally and currently provides Municipal Parking Citation Services on behalf of dozens of cities and counties throughout the United States. Would the City consider bids from firms with either (1) extensive industry experience, including experience in support of programs with comparable scopes of work and volumes, that do not currently have two or more clients located in the State of Michigan or (2) other non-parking contracts and service offerings in the State of Michigan?

**A. Yes, the City is willing to consider bids from firms with comparable scopes of work and volumes that do not currently have two or more clients located in the State of Michigan. Although firms who do have two or more clients located in the State with comparable scopes may receive a higher score based on our evaluation criteria.**

Q. I want to make sure the City is willing to consider parking management software applications for self managing your parking cites and permits. For example, you would need to enter any manually issued citations and process payments yourselves.

A. The request does allow for respondents to present their capabilities to provide portions of the parking citations processing and collection services process. Although proposals offering complete solutions may receive higher scores based on our evaluation criteria.

Q. What ticket processing system are you currently using?

A. Complus Data Innovations(CDI)

Q. What is the data format/specifications of the DPT e-park station you currently have in place or will have in place?

A. The City does not have data file layouts available. The layout and specifications would be communicated as part of the implementation process with the selected respondent. At a minimum, the fields we require from DPT(Digital Payment Technologies) include, but may not be limited to, Parking Space, Paid Time Start, and Paid Time Expired.

Q. How does Ann Arbor currently identify/track impoundments/tows now (mobile device or back office?)

A. The City utilizes mobile devices provided by CDI. The mobile device will alert the officer that the plate associated with a vehicle is tow eligible. The officer then confirms with dispatch that the citations eligible for towing are still outstanding prior to impoundment.

Q. RFP Award is slated for July, 2013 – do you have a projected live/roll-out date for contractor that is awarded this bid?

A. Tentative award of the contract will occur in mid July. Our current contract expires in November, 2013.

Q. Is there a minority requirement and if so what percentage and is it broken down for MBE and WBE?

A. There is no minority requirement.

Q. As far as selection criteria, is price going to be a factor?

A. As stated in Section s III of the RFP, the initial evaluation of each proposal will be completed using the point system as described. Fee proposals will only be evaluated for those firms who may be selected for an interview. The respondents interviewed will be re-evaluated using the information gathered from the RFP responses, fee proposals, reference checks, and interview processes.

Q. Do you require any type of registration for the upcoming pre bid meeting for RFP 849?

A. No.

Q. Please provide a count of the total number of parking citations that were issued in each year for 2010, 2011 and 2012.

A. Data is only available for City issued citations. The University of Michigan issues approximately an additional 40,000 citations annually:

FY 2011(7/1/2010-6/30/2011)=88,750 City Issued Citations

FY 2012(7/1/2011-6/30/2012)=95,990 City Issued Citations

FY 2013 PROJECTED=88,400 City Issued Citations

Q. Please provide total historical annual parking revenue received from parking citations in each of 2010, 2011, and 2012 respectively? Provide a breakdown of revenue collected by the City between processing revenue and collections revenue.

A. Data below:

FY 2011= 2,202,769

FY 2012= 2,337,124

FY 2013 PROJECTED= 2,194,828

No breakdown is available for City collection actions related to parking tickets.

Q. What is the total number of unpaid parking citations currently on file from 2010, 2011, and 2012 respectively?

A. Data below:

2010=5,732

2011=6,226

2012=6,884

Q. What is the City's current collection rate on parking citations that are being issued?

A. 88% as stated on page 10 of the RFP.

Q. Please provide the collection rate for parking citations issued in 2010, 2011, and 2012 respectively.

A. This information is not available.

Q. What is the approximate revenue value of all unpaid parking citations that make up the City's existing backlog (initial fines, late fees, etc.)?

A. 4.3 Million for citations issued after 2003. We typically write off citations older than 10 years.