

Addendum No. 2 to RFP #25-61



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Procurement and Contracting Services
KATJANA BALLANTYNE
MAYOR

To: All Parties on Record with the City of Somerville as Holding RFP #25-61 Parking Management Information System

From: Felisa Gárate, Procurement Analyst

Date: 5/5/2025

Re: Questions and Answers
Price Matrix
Violation Codes & Permit Types

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Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

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#	Question	Answer
1.	To be more environmentally friendly and reduce waste, will the City accept an online submission as the preferred method by potential Vendors? If allowed, can the City confirm the online submission location?	Yes, proposals can be submitted online via BidExpress. Please review page 4 of the RFP package for further details.
2.	Please confirm, since no heavy vehicles will be used in the performance of the contract, that this form is not needed for submission of this bid (Somerville Ordinance to Safeguard Vulnerable Road Users).	The Vulnerable Road Users Ordinance form is no longer required to be submitted with proposals.
3.	Please define the collection of unpaid tickets and what services you would like the potential Vendor to provide around said services (i.e., telephone contact, email and text messaging, noticing, etc.). Please also define the categories of unpaid tickets the City is looking the potential Vendor to collect. (RFP page 11, Key Components of the System)	The ability to send notices to violators. The ability to obtain registered owner information to all states via a working relationship with the Mass Registry of Vehicles and NMLETS.
4.	Regarding collection of unpaid tickets, please define pricing for this service. Please define what the potential Vendor should include in the all-inclusive base fee – lump sum of the contingency fee found on the pricing form? (RFP page 11, Key Components of the System)	The first 4 notices i.e. First notice which includes the first penalty with hearing date, 2 nd notice with 2 nd late fee, 3 rd notice with RMV hold, and 4 th notice Seizure notice should be included. Collection notices should be priced separately.
5.	Please clarify if all work must be performed in Somerville or if services provided for the project can be performed by remote agent. (RFP page 60, Quality Requirements)	The vendor does not have to have an office in Somerville but must be accessible if needed on site.
6.	Regarding pricing, please provide all categories needing to be included in the underlined unit cost and the various additional fees. (RFP Page 65, Section 3.0 Pricing)	Please see the attached price matrix. Complete and include this price matrix in your sealed price proposal in order to aid in the requirements of page 65 of the RFP package that indicate proposers must separately provide a detailed price proposal showing any/all underlying unit cost breakdowns and fees. Include

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		costs for all items included in the proposal as a lump sum, as well as the individual prices.
7.	Please clarify where Bidders should acknowledge any addenda released (i.e., in the technical and pricing proposals).	Addenda should be acknowledged by including at minimum the first page of the addendum(s) in your proposal, and signed accordingly.
8.	Of the 290k annual citations written, is there a breakdown of the type of violations?	Please see the attached list of Violation Codes. This information can also be found in Appendix 7A of the RFP package (page 45).
9.	What is the current mobile pay convenience fee for each mobile provider?	Parkmobile/Paybyphone customers pay a convenience fee of .50 cents. Flowbird customers pay a convenience fee of .35 cents.
10.	Beyond Parkmobile, PayByPhone, and Flowbird, does the City anticipate adding or replacing mobile parking vendors during the contract term?	This is undecided but is a good possibility.
11.	How many mobile LPR cars do they currently have? If so, who is the vendor?	None currently - it is broken.
12.	How many on-street parking spaces are there? How many have IPS meters? How many are coin only parking meters?	<p>Approximately 23,000 on street parking spaces. This includes resident parking, accessible parking, short-term timed and metered parking.</p> <p>3,700 combined short-term time parking timed/metered parking</p> <p>+/- 900 metered on street spaces</p> <p>Approximately 280 IPS meters; 620 MacKay meters (coin only)</p>
13.	How many off-street spaces are there in Somerville? What equipment do you use for them? What is the quantity?	+/-240 kiosk spaces; (15) Flowbird Kiosks
14.	How many ROs are pulled for instate vs. out state?	<p>For FY24 approx. 55,000 in state</p> <p>Foy FY24 approx. 6,000 out of state</p>

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15.	Would the city consider a one-week extension?	Per addendum #1, the proposal submission deadline has been extended to: Wednesday, May 21st, 2025 at 2PM EST.	
	Would the City consider extending the proposal submission deadline for Vendors to submit the most comprehensive response possible?		
16.	Is the City open to a Bring Your Own Device (BYOD) model for handheld enforcement, or is the expectation that vendors must supply, configure, and fully support all devices?	Yes, the City is open to BYOD providing the Vendor can program the device.	
17.	Does the City want to procure mobile payments for parking application/offering through this procurement? Or are vendors just required to integrate with the City's current and future mobile payment vendors?	Mobile payments will be separate.	
18.	The City mentions City Hall Systems providing payment processing. Can it share the processor City Hall Systems uses to process transactions?	Heartland currently.	
19.	The City states that current payment processing fees are being passed to customers. Can the City share that fee structure?	Currently online payments the customer pays are \$3.00/transaction. Over the counter the customer pays 2.95% of the total amount of the charge.	
20.	Is the City open to vendors proposing their own integrated payment processing for ticket payments, permit sales, etc.?	Online yes, over the counter no.	
21.	For the point of sale systems, can the City share its current hardware/software and processing fee structure?	Currently we use Trilliant for our ticket/permit processing and City Hall Services for processing credit card payments. All payments are input into the point of sale for end-of-day balancing purposes.	
22.	Can the City share the current make/model of the POS hardware, label printers, barcode readers, printers, PCs, etc?	Personal Computer - HP Bang & Olufsen	
		Monitor - HP Pro display P232	
		Printer - prints 8 1/2 x 11 sheets of paper	
		Receipt Printer - Zebra Sd621	
		Barcode Reader - Symbol	
		Label Printer - Epson	
		Credit Card Reader - PAX A80	
23.	The City mentions special collections and a negotiated revenue share % for these services but there does not seem to be a place in the	Collections after the final notice would be a separate price. Please utilize the attached price matrix and	

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	pricing form to convey this. How does the City want vendors to handle this requirement/price?	provide a detailed price proposal showing any/all underlying unit cost breakdowns and fees.
24.	Does the City want to procure a new LPR system with this contract? Or are vendors required to integrate with existing system(s)? If yes, how many units? If no, and an integration is required, can the City share the existing equipment/provider?	1 New LPR to be used by the tow company. Please see Quality Requirement #14 and #15.
25.	Can the City provide a full breakdown of any permit types that the City issues, with their associated costs and durations (e.g. monthly, annual)?	Please see the attached list of Permit Types. This information can also be found in Appendix 12 of the RFP package (pages 53 - 55).
26.	What is the make and model of the handheld units and printers the City is currently using?	Handheld - Zebra TC77HL Printer - Zebra ZQS11
27.	In today's environment, the City is using HP-M201DW printers installed at the front windows and supervisor/admin stations in Traffic and Parking. These printers are no longer supportable for maintenance and will require a refresh. Is the City interested in replacing these printers? If so, how many? (RFP Page 26-27, Network Capability, Equipment, Service, & Supply Requirements, "Ten (10) printer/scanners with the capability to endorse checks, issue receipts and scan information into the database")	The current printers used at the cashiering stations are HP227FDW. 10 printers are required. These may be priced separately in the price proposal. See question 22.
28.	Can the City provide the quantity of spare equipment that is required? (RFP Page 23-24, Enforcement Capability, "32 new rugged handheld electronic ticket writing devices (handhelds) with wrist straps, handheld carrying cases, styluses, and spare styluses for the devices. Such devices must be 4G or better enabled and weatherproof with no malfunctions during rain or snow.")	4 spares are requested.

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29.	Can the City provide the quantity of cash drawers required? (RFP Page 26, Network Capability, Equipment, Service, & Supply Requirements, “Cashier drawer for currencies and checks”)	5 cash drawers.
30.	The City currently has a banking contract with City Hall Systems to manage all in-person payments. Is the PMIS vendor required to purchase the point of sale terminals in addition to completing an integration with City Hall Systems point of sale hardware? (RFP Page 26, Network Capability, Equipment, Service, & Supply Requirements, “The Vendor shall supply the City with ten (10) Point of Sale (POS) cashier terminals”)	Yes.
31.	Would the City allow the Offeror and the City to negotiate mutually agreeable terms and conditions upon award? Can the City clarify whether vendors will have the opportunity to negotiate any terms in the standard contract post-award, or if the agreement must be accepted as-is?	Yes, this is a possibility.

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Attachments

1. Price Matrix

2. Violation Codes

3. Permit Types

Please complete the below Price Matrix and check off included/not included in price or see price list.

Please include this Price Matrix in your separately sealed price proposal, as well as a detailed price proposal with unit breakdowns for key components of the system: Parking Management, Enforcement, Permit Issuance, Web based reporting and other Client Services.

All costs for every component referred to in the Proposal, including options, must be included. Costs maybe unbundled and separately listed. This form does not include all items listed in the RFP. Should the Proposer fail to either include in the price, or to deliver to the City, any component necessary to perform the functionality or provide services as proposed in the RFP, the Proposer shall be required to provide the same at the Proposer's own expense.

Price Matrix

Please check:

Year 1

Year 2

Year 3

Included in Price	See Price List				
		1	Point of Sale Payment Processing for Permits and Tickets		
			(10) Cashiering Systems consisting of:		
			Personal Computer		
			Monitor		
			Printer - prints 8 1/2 x 11 sheets of paper		
			Receipt Printer		
			Barcode Reader		
			Label Printer		
			Labels for Printer		
			Receipt Paper		
		2	Software for over the counter cashiering system		
			Point of Sale Payment Processing System for permit and ticket processing		
			Microsoft Suite		
		3	Hardware:		
			The City may elect to retain and use their current handheld and printer devices. Proposers are required to provide purchase pricing for new handheld and printer equipment as an option to the City.		
			Citation stock pricing must be provided for the Zebra TC77x (if the City elects to utilize existing printers) along with the proposed new handheld option(s).		
			All fees to support the Citation Issuance Devices must be included within the provided categories on this Price Matrix. Any additional fees to meet the scope of work as provided in the RFP and TCM must be rolled up by the Proposer into one of the designated categories.		
			32 new rugged handheld electronic ticket writing devices (handhelds) with wrist straps, handheld carrying cases, styluses, and spare styluses for the devices. Such devices must be 4G or better enabled and weatherproof with no malfunctions during rain or snow.		
			32 new Bluetooth-enabled handheld printers		
			A replacement battery for each printer midway through the contract, unless requested by the City on an earlier date.		
			Individual charger cords for Bluetooth enabled mobile handheld ticket writing device and printers		
			32 custom carrying cases as specified by the City capable of holding both the handheld and the printer with shoulder straps and belt loops		
			Warranties and support for purchased equipment		
		4	Supplies and Materials		
			Handheld tickets-rolls min. 75 tickets/roll (+/- 900,000 across 3 year term)		
			Envelopes (+/- 900,000 across 3 year term)		
			Paper/Manual Tickets (+/-300,000 across 3 year term)		
		5	Mail House Function		
			Print, mail and postage for all:		
			Delinquent notices for unpaid tickets		
			Correspondence for adjudicated tickets		
		6	Lockbox Services		
			IVR Services		

		7	Mobile Payment Application			
		8	Online Customer Information Portal			
		9	Boot and Tow System - Notification to Tow Lot LPR System			
		10	Permit Processing Software			
		11	Enforcement Software			
		12	Conversion			
		13	Manual Parking Ticket Data Entry			
		14	Payments:			
			<u>Tickets</u>			
			Price per ticket written			
			Price per ticket paid			
			a. Over the counter via cash			
			b. Over the counter via credit card			
			c. Online credit card			
			d. Online check			
			e. IVR credit card			
			f. IVR check			
			g. Convenience fee per transaction			
			<u>Permits</u>			
			a. Over the counter via cash			
			b. Over the counter via check			
			c. Online credit card per permit			
			d. Online credit card per transaction			
			e. Convenience fee per transaction			

violation code	description
10	Failure to Display Valid
11	Invalid/Expired Inspection
12	Overtime Parking
58	Over 48 Hours
59	Taxi Stand
61	Restricted Zone
62	High School Concourse
63	Commercial Overnight
64	Wrong Direction
66	On Sidewalk
68	Loading Zone
69	Obstructing Driveway
70	Over 1 ft. from Curb
71	Construction Zone
72	traffic island
75	No Stopping Zone
78	Within 20' of intersection
80	Non-Compliance Moving Van/POD
81	Double Parked
82	Obstructing Bike Lane
83	Unattached trailer
84	Leaving less than 12'
85	Meter Violaion
87	Bus Stop
88	Handicapp
89	Obstructing HP ramp
91	On Crosswalk
93	Permit Parking
94	Street Sweeping
95	Tow Zone Snow
97	Snow within 20' of intersection
98	With in 10' of Hydrant
99	Obstructing Posted Fire Lane
369	Obstr drwvy w/in 2ft
312	Overtime Parking
358	Over 48 Hours
359	Taxi Stand
361	Restricted Zone
363	Commercial Overnight
364	Wrong Direction
366	On Sidewalk
368	Loading Zone
370	Over 1 ft. from Curb
371	Construction Zone
375	No Stopping Zone
378	Within 20' of intersection
383	Unattached trailer
GP	Guest permit use

Permit Types

Type	code	Permit color	Cost	Duration	Hours	Location
Residential	A1	sticker	\$40.00			
65+	A2	sticker	\$0.00	12 months	city wide posted	city wide posted
Residential replacement	A3	sticker	\$25.00			
Residential HP Proof	A6	sticker	\$0.00	12 months	city wide posted	city wide posted
Residential NO CHARGE	A7	sticker	\$0.00	12 months	city wide posted	city wide posted
Visitor 2-day	G1	placard	\$20.00	12 months	any/posted on 2 times/wk	adjacent st.
Visitor 65 +	G2	placard	\$0.00	12 months	any/posted on 2 times/wk	adjacent st.
Visitor 3-day	G3	placard	\$40.00	12 months	any/posted on 3 times/wk	adjacent st.
Visitor 1st time lost	G4	placard	\$25.00			
Visitor 2nd time Lost	G5	placard	\$50.00	12 months	any/posted on 2 times/wk	adjacent st.
3 - Day Visitor	G3	placard	\$40.00	12 months	any/posted on 3 times/wk	adjacent st
3-Day Upgrade	U3	placard	\$20.00	12 months	any/posted on 3 times/wk	adjacent st
Visitor HP Proof	G6	placard	\$0.00	12 months	any/posted on 2 times/wk	adjacent st.
Visitor Permit NO CHARGE	G7	placard	\$0.00	12 months	any/posted on 2 or 3 times/wk	adjacent st.
3 - Day Visitor 65+	G8	placard	\$0.00	12 months	any/posted on 3 times/wk	adjacent st
3 - Day Visitor HP	G9	placard	\$0.00	12 months	any/posted on 3 times/wk	adjacent st
Labor	LBR		any denomination			
Religious Org	RO	green	\$0.00	1-3 days	based on application	
New Mass Resident	VA	green	\$0.00	30 days	city wide posted	city wide posted
Business Employer Permit	VB	placard	\$50.00	3 months	any 10 hour on permit	on permit
Religious Org	VC	white	\$40.00	12 months	based on application	adjacent st.
Rental Car (with active res.permit)	VE	green	\$0.00	up to 30 days	city wide posted	city wide posted
Rental Car	VE	green	\$20.00	up to 30 days	city wide posted	city wide posted
Wake/funeral	VF	green	\$0.00	1-3 days	any/posted	adjacent st.
Health Care Professional	VH	white	\$40.00	12 months	based on application M-F or M-S 8AM-6PM	adjacent st. to home visit not at actual business
Military Personnel	VI	white	\$0.00	12 months	city wide posted	city wide posted
Business Beacon Street	VJ	sticker	\$150.00	12 months	any 10 hour on permit	on permit
Landlord/Maintenance	VL	white	\$60.00	12 months	7AM-7PM	adjacent st.
Medical	VM	white	\$40.00	up to 12 months	any/posted	adjacent st.
Landlord + 10 properties	VN	white	\$100.00	12 months	7AM-7PM	adjacent st.
Contractor Permit	VO	green	\$35.00	30 days	7AM-7PM	adjacent st.
Business Magoun Sq lot	VP	sticker	\$150.00	12 months	any 10 hour on permit	on permit
Business Streets	VQ	sticker	\$150.00	12 months	any 10 hour on permit	on permit
Realtor Permit	VR	white	\$60.00	12 months	8AM -8PM	city wide posted
Commercial Exempt	VS	sticker	\$25.00	12 months	12 midnight -5am	city wide posted
Non-Resident	VT	sticker	\$0.00	up to 12 month	on sticker	
Special Visitor	VV	green	\$25.00	3-7 days	any/posted	adjacent st.
Business Davis lot	VW	sticker	\$100.00	30 days	any 10 hour on permit	on permit
Extended Visitor	VX	green	\$35.00	up to 30 days	any/posted	adjacent st.
Event/Party	VY	green	\$1.00	per day 1-3 days	on permit	adjacent st.
Business Davis street	VZ	sticker	\$150.00	12 months	any 10 hour on permit	on permit
Bagged Meters	WC	bags	\$35 per meter + \$35 fee	1-3days	any/posted	every 20 feet
Moving Van	WD	green	\$40.00	1-3 days	any/posted	adjacent st.
Moving Container/Pod	WE	white	\$40.00	1-3 days	any/posted	adjacent st.
Moving Sign	WF		\$5.00	1-3 days	on permit	every 20 feet
Photocopies	WG		any denomination			
Artist Permit	ZA	sticker	\$75.00	12 months	on permit	adjacent st. to studio
Business Commercial	ZB		\$25.00			