Request for Proposals
Parking and Revenue Control (PARC) Equipment for
the Ann Arbor Downtown Development Authority
Parking System

Response Due Date: Thursday, November 07, 2019 by 2:00 p.m. (EST)

Issued By:
Ann Arbor Downtown Development Authority
150 S. Fifth Avenue, Suite 301
Ann Arbor, MI 48104
October 4, 2019
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SECTION I

GENERAL INFORMATION

A. ISSUING OFFICE
The Ann Arbor Downtown Development Authority (DDA) issued this Request for Proposal (RFP). All contact regarding this RFP should be directed to:

Jada Hahlbrock, Manager of Parking Services
Ann Arbor Downtown Development Authority
150 S. Fifth Avenue, Suite 301
Ann Arbor, MI 48104
Email: jhahlbrock@a2dda.org

B. OBJECTIVE
The purpose of this Request for Proposal is to select a Dealer to provide a comprehensive parking and revenue control (PARC) system for multiple off-street parking facilities in downtown Ann Arbor, MI.

This system is to be provided in accordance with laws and standards prescribed by the State of Michigan. While the DDA has outlined its needs in Section II, the DDA wishes to convey that this is a minimum guideline. If the Dealer feels it can meet or exceed the DDA's needs with different equipment or equipment configurations, the DDA invites the Dealer to present those options in their proposal.

C. OPTIONAL TOUR OF SELECT FACILITIES
There will be an optional pre-proposal site tour of selected facilities on Monday, October 14th, 2019 at 9:00 am. Attendees will meet at the DDA offices located at 150 S Fifth Ave, Suite 301 Ann Arbor MI 48104. No later than Thursday, October 10, 2019 Submitters must RSVP via email to jhahlbrock@a2dda.org their intent to attend. Transportation will be provided for up to two representatives from each Dealer. Others may follow and join the tour at each of the stops.

Please note that all of the facilities are public facilities, open to the public and available to be visited by the Dealer at any time.

D. QUESTIONS
Should any prospective Dealer be in doubt as to the true meaning of any portion of this RFP, or should the Dealer find any ambiguity, inconsistency, or omission therein, the Dealer shall make a written request for an official interpretation or correction. All questions concerning the solicitation and specifications shall be submitted in writing via e-mail to jhahlbrock@a2dda.org by 4:00 p.m. on October 16, 2019. On or before October 21, 2019 a single email response will be provided by the DDA to all those that have expressed interest, as well as posted to the DDA website.

E. PROPOSAL FORMAT
To be considered, each Dealer must submit a response to this RFP using the format provided in Section III. The proposal must be signed in ink by an official authorized to bind the Dealer to its
provisions. Each proposal must remain valid for at least one hundred eighty days from the due date of this RFP. Proposals must include page numbers.

F. SELECTION CRITERIA
Responses to this RFP will be evaluated using a point system, as shown in Section IV.

During the evaluation process, the DDA reserves the right, where it may serve the DDA's best interest, to request additional information or clarifications from Dealers, or to allow corrections of errors or omissions.

At the discretion of the DDA, Dealers submitting proposals may be requested to make oral presentations as part of the evaluation process. If required, these presentations will take place on the morning of Monday November 18, 2019 at the DDA office and would consist of 20 minute presentations followed by a 30 minute question and answer period.

G. SEALED PROPOSAL SUBMISSION
All proposals are due and must be delivered to the Ann Arbor DDA on or before November 7, 2019 by 2:00 p.m. (EST). Proposals submitted late or via oral, telephonic, electronic mail or facsimile will not be considered or accepted.

Each Dealer must submit in a sealed envelope-
- one (1) original signed proposal
- one (1) additional proposal copy
- one (1) USB/flash drive containing a digital copy of the proposal

In a separate sealed envelope marked ‘Cost Proposal’-
- one (1) original signed cost proposal
- one (1) additional cost proposal copy
- one (1) USB/flash drive containing a digital copy of the cost proposal

Proposals submitted must be clearly marked: RFP- PARC EQUIPMENT. Proposals must be addressed and delivered to:

Ann Arbor Downtown Development Authority
150 S. Fifth Ave
Suite 301
Ann Arbor, MI 48104

No immediate decisions are rendered. Delivery hours are 9:00 a.m. to 4:00 p.m. Monday through Friday, excluding Holidays. Proposals received after the deadline or via electronic mail will be deemed unacceptable for further consideration. Regardless of the delivery method the Dealer is responsible for the actual delivery of the proposal. All submittals become the property of the DDA whether awarded or rejected.

The DDA will not be liable to Dealer for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Each Dealer is
responsible for submission of their proposal. Additional time will not be granted to a single Dealer; however, additional time may be granted to all Dealers should the DDA determine that circumstances warrant it.

The DDA reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Dealer of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the DDA and the selected Dealer.

Proposal will be disqualified if the cost proposal is not contained within a separate sealed envelope, and on a separate USB/flash drive.

H. DISCLOSURES
Under the Freedom of Information Act (Public Act 442), the DDA is obligated to permit review of its files, if requested by others. All information in a Dealer’s proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

I. COST LIABILITY
The DDA assumes no responsibility or liability for costs incurred by the Dealer prior to the execution of a contract.

J. SCHEDULE
The following is the solicitation schedule for this procurement.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP issued</td>
<td>October 4, 2019</td>
</tr>
<tr>
<td>Optional Site Tour 9:00 a.m. (EST);</td>
<td>October 14, 2019</td>
</tr>
<tr>
<td>Written questions due by 4:00 p.m. (EST);</td>
<td>October 16, 2019</td>
</tr>
<tr>
<td>Addendum posted</td>
<td>October 21, 2019</td>
</tr>
<tr>
<td>RFP response deadline 2:00 p.m. (EST);</td>
<td>November 7, 2019</td>
</tr>
<tr>
<td>Interviews/Presentations (if required)</td>
<td>November 18, 2019</td>
</tr>
<tr>
<td>Anticipated DDA Approval of Committee Recommendation:</td>
<td>December 2019</td>
</tr>
<tr>
<td>Anticipated Award</td>
<td>January 2020</td>
</tr>
</tbody>
</table>

Note: The above schedule is for information purposes only, and is subject to change at the DDA’s discretion.

K. RESERVATION OF RIGHTS
1. The DDA reserves the right in its sole and absolute discretion to accept or reject any or all proposals or alternative proposals, in whole or in part, with or without cause.

2. The DDA reserves the right to waive or not waive informalities or irregularities in proposals or procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the DDA to be in the best interests of the DDA even though not the lowest cost proposal.
3. The DDA reserves the right to request additional information from any or all Dealers.

4. The DDA reserves the right not to consider any proposal, which it determines to be unresponsive and/or deficient in any of the information requested within RFP.

5. The DDA reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.

6. The DDA reserves the right to select one or more Dealers to perform services.

7. The DDA reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

8. The DDA reserves the right to disqualify proposals that fail to respond to any requirements outlined in the RFP or fail to enclose copies of the required documents as outlined within RFP.
SECTION II

SCOPE OF SERVICES TO BE PROVIDED

The DDA is soliciting the services of a qualified parking equipment Dealer to provide and install PARC equipment for multiple public parking facilities in downtown Ann Arbor. Locations and equipment needs are listed in Section V Attachment A.

The DDA wishes to install a state-of-the-art parking control system in its facilities. This should include the following components.

- AVI card access at entries and exits
- Pay-on-foot equipment
- Pay-in-lane equipment (cashier booth and automated)
- Payment with cash, coin, credit cards, and debit cards
- Prepaid payment card
- Count system
- Reporting and dashboard software
- System for tracking and charging valet parkers

The DDA took over management of the City of Ann Arbor off-street public parking facilities in 1992. Subsequently in 2002, the DDA began management of the on-street public parking meters and several more City parking lots. The DDA is also responsible for determining uses along the curb space, including loading zones and signage, and accessible parking and signage within the DDA parking area. The DDA has contracted for the services of a professional parking management company, Republic Parking System, to operate its parking facilities.

The DDA and its parking operator place a high value on customer experience. Proposed equipment should combine state-of-the-art technologies and the ability to evolve to accommodate future technologies, with a user-friendly customer and operator interface. The system facilities see many thousands of transactions a day and proposed equipment must be able to handle substantial transaction volumes particularly at peak periods.

The DDA is interested in having equipment and software to manage valet parking. We would like the ability to track usage and charge valet parkers/companies accordingly. If proposed equipment and software includes these options, please include information in the response.

An important criterion for the PARC system will be the back-office software including dashboards and reports, both standard and customizable. Proposed equipment will be evaluated based on effective and accurate standard reports available, ease of use, ability to customize reports, as well as overall reporting and dashboard capabilities. If selected for an interview/presentation Dealer may be asked to provide samples of certain reports and live demonstration of reporting module or dashboards.

It is preferred that Dealer has and will maintain a presence in proximity to Ann Arbor. Dealer will
have an opportunity in the Proposal to describe the sales, level and availability of support, and certified technicians available in proximity to Ann Arbor.

Proposals submitted shall define an installation duration for each facility separately. Proposal should also include expected wait for delivery after order is placed. The final scope and timing of purchase, and schedule, shall be negotiated based on the final scope of work, phasing of purchases, and work plan agreed to by the DDA and the selected Dealer.

**STANDARDS TO BE FOLLOWED**

All Dealers will be required to install all equipment furnished in a professional manner per the codes of the State of Michigan and the City of Ann Arbor. In addition, the DDA also requires the following standards:

1. As part of equipment installation Dealer shall provide “As Built” drawings including electrical schematics and mechanical prints.
2. All “As Built” drawings shall include wire colors and proper locations of terminations to each piece of equipment and device.
3. Documentation must be provided for all new equipment including training manuals, installation manuals, etc.
4. All high and low voltage wiring shall be labeled.
5. All communications and related equipment (Ethernet converters, I/O boards, access reader devices etc.) shall be housed properly in Stainless Steel NEMA enclosures in a properly ventilated and temperature controlled environment.
6. All electrical wiring and equipment shall be installed in a logical fashion, meet industry standard practices, and include proper labeling and documentation.
7. All equipment must be tested both pre-and post-system ‘live’ date. All tests must have corresponding documentation. Dealer must provide the test documentation form prior to the testing cycle for DDA review and approval.
8. During the installation period, the Dealer shall send an update weekly (by 3:00 pm on Thursday) which shall contain a recap of the past week’s progress and the plan for the coming week.
9. All warranty and future repairs shall conform to the standards and practices stated in this document.
10. Upon acceptance of the PARC system by the DDA, the Dealer will deliver two digital storage devices, that shall include the following:
    - All equipment manuals and documentation
    - All training manuals and documentation
    - All “As Built” drawings and schematics
11. Submission of a proposal indicates acceptance by the Dealer of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and contained in the contract between the DDA and the Dealer selected.
ADDITIONAL CONSIDERATIONS

1. Dealers shall comply with the City of Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title 1 of the City of Ann Arbor Code), and the City of Ann Arbor Prevailing Wage Ordinance (Section 1:320 of Chapter 14 of Title 1 of the City of Ann Arbor code).

2. Prior to execution of sales contract the Dealer must furnish a certificate of insurance naming the Ann Arbor Downtown Development Authority, the City of Ann Arbor, and Republic Parking Systems, Inc. as additional insureds. The minimum levels of coverage are:

   Workman’s Compensation:
   That meets the State of Michigan minimum requirements

   Commercial General Liability Insurance:
   $2,000,000 per occurrence ($4,000,000 annual aggregate)

   Automobile Liability:
   Combined single limit $3,000,000

   Excess/Umbrella Liability:
   $1,000,000

   Please see Attachment E for insurance requirements related to any work at the Forest Avenue parking structure.

3. Prior to execution of sales contract the Dealer must furnish a performance bond.

4. Dealer acknowledges that its failure to perform certain obligations or meet performance specifications under the sales contract during the time limits imposed will cause the DDA and its partners to incur costs and inconvenience. Provisions for liquidated damages may be included in the sales contract.
SECTION III

MINIMUM INFORMATION REQUIRED
Dealer should organize Proposals into the following sections:
A. Cover Letter
B. Dealer Identification
C. Statement of Understanding
D. Professional Qualifications
E. System Specification and Recommended Solution
F. Reporting Software & Dashboards
G. Sample Documents
H. Cost Proposal

The following Section describes the elements that should be included in each of these proposal sections and the weighted point system that will be used for evaluation of the proposals.

A. Cover Letter
The proposal shall include a cover letter that must be signed by an official authorized to bind the prospective Dealer contractually and contain a statement that the cost proposal is a firm offer for a 180-day period.

B. Dealer Identification
1. State the full name, address, telephone number, and web site address of the (lead) Dealer and the address of any local branches or offices whose staff will be used in the project.

2. Indicate whether the Dealer operates as an individual, partnership or corporation. If as a corporation, include whether it is licensed to operate in the State of Michigan. If a joint venture is contemplated, state the names and addresses of the other firms involved. If subcontractors are to be used, they must be identified in the same way.

3. Provide the name, title, address, email, and telephone number of the individual to whom correspondence and other contacts should be directed during the RFP process.

4. Provide the name, title, address, email, and telephone number of the individual who will negotiate with the DDA and who can contractually bind the Dealer.

5. Provide an affirmative statement that the Dealer is independent of the DDA, the City of Ann Arbor, Republic Parking System Inc, and Reef Technology.

6. Provide an affirmative statement that the Dealer can guarantee a phone call or email reply to service calls within 1 hour, and on-site response to service calls involving system outages, within 2 hours during normal business hours (8 am – 5 pm M-F). All other service calls must be responded to within 1 business day.

C. Statement of Understanding (5 points)
State your understanding of the project and your proposed approach to the project.
D. **Professional Qualifications (15 points)**
1. State history of the Dealer in terms of length of existence and types of services provided. Identify the technical skills and experience which make the firm qualified for this work.

2. Identify the principal supervisory and management staff who would be assigned to this project/account. List the qualifications of the project manager and/or the principal supervisor of the installation staff. Indicate how the quality and continuity of staff over the term of the installation will be assured.

3. Provide a minimum of five parking operations where the same equipment that is being proposed has been installed by the Dealer and in operation for a minimum of one year. Provide name, email and phone number for reference contact at each parking operation.

4. Identify location of nearest sales, support and certified technical staff. Describe any training or repair facilities located in proximity to Ann Arbor. Identify number of technical staff at this location.

E. **System Specification and Recommended Solution (40 points)**
1. Please describe each of the major components and their functions.

2. Please describe how the proposed product adequately meets the needs outlined in Section II and other applicable sections.

3. Please describe the system limitations that might impact use or potential use of the equipment and software in the facilities. Please include the extent of any proprietary programming used with the equipment and software proposed.

4. Please describe any system/platform support requirement needed by the DDA to operate the equipment.

5. Please describe method and quantity of training included with purchase. Include details on training at time of installation and additional training during year 1 of operation.

F. **Reporting Software & Dashboards (25 points)**
1. Please describe the standard reports that come with the back-office software and the process and cost (if any) for creating customized reports. In particular if occupancy, lane activity, or transactions by device reports exist, please provide samples.

2. Please describe how the data stored by the back-office software can be accessed by the user or shared using common third-party software.

3. Please describe what, if any, real-time or reporting dashboard is available as part of the system or is available as an additional component, with or without additional expense

G. **Sample Documents**
1. Provide links to (and/or PDF files of) training/operator manuals for the equipment being proposed.
2. Provide links to (and/or PDF files of) installation guides for the equipment being proposed.

H. Cost Proposal (15 points)
Submit cost proposal details in a separate sealed envelope, marked as such, and on a separate flash drive (marked as such) as part of the proposal submission. All fees and costs in the cost proposal submission shall remain valid, and shall be honored, through December 31, 2021.

All components for the proposed system must be individually priced and shown separately along their installation and warranty costs per component.

1. Fees
   a. All prices for equipment and installation work must be itemized on a by-facility, by-component basis with all costs to install the components. All software and licenses must also have an itemized cost listed. Include information on what the initial warranties are and what optional warranties and extended service agreements could be purchased. Please include prices for 1, 3 & 5-year warranties separately. A sample template is provided in Attachment D.

2. Rates for Additional Services
   a. Include all additional costs that may be associated with the PARC system such as extended warranties after the manufacturer’s standard warranty, separated by equipment and software. If the cost of software updates are not included during the warranty and extended warranty periods please state these costs.
   b. Include a price list of all spare parts, software and licenses that could be needed to repair the proposed system. These prices must be good for at least 3 years beyond the initial warranty period.
   c. Provide the hourly cost for both technical and operational training by certified factory trained staff.

3. Proposed manner of payment.
   a. The DDA will retain 30% of the total cost of the proposed system until acceptance of the PARC system by the DDA. Acceptance details are as follows:
      (1) Acceptance shall require at least 14 successful operating days in a row after installation is complete.
      (2) The DDA shall at its sole discretion determine whether acceptance has been achieved.
      (3) Final acceptance shall only be communicated in writing.
   b. Include a sample of the proposed sales contract/agreement. The DDA reserves the right to make edits and/or additions before execution.
SECTION IV

EVALUATION CRITERIA

Responses to this RFP will be evaluated using a point system as outlined below. Cost proposals will not be reviewed as part of the initial evaluation, but opened afterward. A recommendation will be made to the DDA Operations Committee, which will then make a recommendation to the DDA Board for final approval.

A. Cover Letter
B. Dealer Identification
C. Statement of Understanding (5 points)
D. Professional Qualifications (15 points)
E. System Specification and Recommended Solution (40 points)
F. Reporting Software & Dashboards (25 points)
G. Sample Documents
H. Cost Proposal (15 points)
SECTION V

ADDITIONAL ATTACHMENTS

Attachment A: Parking Facility Details
Attachment B: Parking Structure Functional Plans
Attachment C: DDA Component Specifications
Attachment D: Sample Template for Cost Proposal
Attachment E: Forest Structure Insurance Requirement
ATTACHMENT A:
PARKING FACILITY INFORMATION AND EQUIPMENT CONFIGURATION
<table>
<thead>
<tr>
<th>Structure #</th>
<th>Name</th>
<th>Address</th>
<th>Number of Spaces</th>
<th>Lane count</th>
<th>Hours of Operation</th>
<th>Type</th>
<th>Desired Equipment Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure #1</td>
<td>Fourth and Washington</td>
<td>123 East Washington</td>
<td>281</td>
<td>3 (1 entry, 1 exit, 1 reversing)</td>
<td>24/7, Sundays free</td>
<td>hourly, permit</td>
<td>Pay in Lane, Pay on Foot, AVI</td>
</tr>
<tr>
<td>Structure #2</td>
<td>Washington and First</td>
<td>201 South First</td>
<td>243</td>
<td>4 (2 entry, 2 exit)</td>
<td>24/7, Sundays free</td>
<td>permit &amp; evening flat rate entry</td>
<td>Pay in Lane, Pay on Foot, AVI</td>
</tr>
<tr>
<td>Structure #3</td>
<td>Maynard</td>
<td>324 Maynard</td>
<td>807</td>
<td>7 (3 entry, 4 exit)</td>
<td>24/7, Sundays free</td>
<td>hourly, permit</td>
<td>Pay in Lane, Fee Computer, Pay on Foot, AVI</td>
</tr>
<tr>
<td>Structure #4</td>
<td>Forest</td>
<td>650 South Forest</td>
<td>853</td>
<td>4 (2 entry, 2 exit)</td>
<td>24/7, Sundays free</td>
<td>hourly, permit, UM permit</td>
<td>Pay in Lane, Fee Computer, Pay on Foot, AVI</td>
</tr>
<tr>
<td>Structure #5</td>
<td>Liberty Square</td>
<td>510 E Washington</td>
<td>575</td>
<td>3 (1 entry, 1 exit, 1 reversing)</td>
<td>24/7, Sundays free</td>
<td>hourly, permit, afternoon flat rate</td>
<td>Pay in Lane, Pay on Foot, AVI</td>
</tr>
<tr>
<td>Structure #6</td>
<td>Ann Ashley</td>
<td>220 North Ashley</td>
<td>829</td>
<td>4 (1 entry, 2 exit, 1 reversing)</td>
<td>24/7, Sundays free</td>
<td>hourly, permit, afternoon flat rate</td>
<td>Pay in Lane, Fee Computer, Pay on Foot, AVI</td>
</tr>
<tr>
<td>Structure #7</td>
<td>Library Lane</td>
<td>343 South Fifth</td>
<td>744</td>
<td>5 (2 entry, 2 exit, 1 reversing)</td>
<td>24/7, Sundays free</td>
<td>hourly, permit</td>
<td>Pay in Lane, Fee Computer, Pay on Foot, AVI</td>
</tr>
<tr>
<td>Surface Lot #1</td>
<td>South Ashley</td>
<td>309 S Ashley</td>
<td>143</td>
<td>3 (2 entry, 1 exit)</td>
<td>24/7, Sundays free</td>
<td>hourly</td>
<td>Pay in Lane, Fee Computer</td>
</tr>
</tbody>
</table>

Ann Arbor DDA Parking System
ATTACHMENT B:
PARKING FACILITY FUNCTIONAL PLANS
4th & Washington Structure
Maynard Parking Structure
Liberty Square Parking Structure
Library Lane Parking Structure

Refer to detail D/A2.5.2 for East Functional Plan

Level P1 Plan Functional - Area I

Sheet Notes:
1.
2. Refer to General Notes. Refer to drawing D/A1 and D/A2.
3. Refer to section of Sections and Details. Refer to standard notes shown on D/A1 and D/A2.
4. Construct on contract documents. Refer to firm from City of Ann Arbor Parking Garage and Street Improvements.
   - C - Reference Plan - Refer to drawing D/A1
   - D - Reference Plan - Refer to Drawing D/A1
   - E - Reference Plan - Refer to Drawing D/A1
   - F - Reference Plan - Refer to Drawing D/A1
   - G - Reference Plan - Refer to Drawing D/A1
   - H - Reference Plan - Refer to Drawing D/A1
   - I - Reference Plan - Refer to Drawing D/A1
   - J - Reference Plan - Refer to Drawing D/A1
   - K - Reference Plan - Refer to Drawing D/A1
   - L - Reference Plan - Refer to Drawing D/A1
   - M - Reference Plan - Refer to Drawing D/A1
   - N - Reference Plan - Refer to Drawing D/A1
   - O - Reference Plan - Refer to Drawing D/A1
   - P - Reference Plan - Refer to Drawing D/A1
   - Q - Reference Plan - Refer to Drawing D/A1
   - R - Reference Plan - Refer to Drawing D/A1
   - S - Reference Plan - Refer to Drawing D/A1
   - T - Reference Plan - Refer to Drawing D/A1
   - U - Reference Plan - Refer to Drawing D/A1
   - V - Reference Plan - Refer to Drawing D/A1
   - W - Reference Plan - Refer to Drawing D/A1
   - X - Reference Plan - Refer to Drawing D/A1
   - Y - Reference Plan - Refer to Drawing D/A1
   - Z - Reference Plan - Refer to Drawing D/A1

25
South Ashley Parking Lot

South Ashley (Kline) Parking Lot
Area: Ashley
Parking Lot

CAR TABULATION CHART

ASHLEY STREET

SOUTH ASHLEY (KLINE) PARKING LOT

(1)
ATTACHMENT C:
DDA COMPONENT SPECIFICATIONS

All Components of the proposed PARC system must have the following specifications:

Ticket dispensers:

1. Ticket dispenser cabinets shall only include equipment related to the ticket dispenser. Communications equipment not related specifically to the ticket dispenser shall not be housed in the ticket dispenser cabinet. Electrical power to the ticket dispenser shall be independent of other equipment.
2. Ticket Dispenser shall be capable of accepting credit card payment (credit card in/out & pay on entry or pay on exit)
3. Ticket Dispenser shall be capable of remote programming from the back office.
4. Ticket dispenser equipment shall have intercom mechanism to allow for clear communication from each dispenser to the command center via push button or devise of similar functionality.
5. Ticket dispenser equipment shall have a means to keep tickets dry and free of moisture in the form of a temperature controlled heating unit or devise of similar function for any equipment that will be exposed directly to the elements.

Gates:

1. Gate cabinets shall only include equipment related to the gate operation. Communications equipment shall not be housed in gate cabinets. Electrical power to the gate cabinet shall be independent of other equipment.
2. Vehicle detector may be housed in the gate cabinet.
3. Gates must be capable of operating either a straight arm or an articulating arm.
4. Gates should be made of aluminum.

Pay Stations:

1. Pay station peripheral, non-integrated components and devices shall be housed independently in NEMA enclosures (see NEMA section for requirements).
2. 3-year warranty is required for pay stations.
3. Vendors shall provide transaction time averages for purchases amounting to $1.00 for all types of payment scenarios (pay on entry, flat fee, pay on exit, credit card in/out, etc…)
4. Pay Stations shall accept bills, coins and credit card as forms of payment. (Quarters, dimes, nickels, $1’s, $5’s, $10’s and $20’s)
5. Pay stations must be able to process validation accounts and store these transactions in a back office, central database enabling administrative staff to gather store account data to automatically generate invoices for accrued charges.
6. Pay-in-lane stations utilized for payment upon exit purposes (in lane payment) must be capable of performing an hourly rate structure.
7. Pay stations must have internal locks that secure cash box to machine.
Fee Computers:

1. Fee Computer peripheral, non-integrated components and devices shall be housed independently in NEMA enclosures (see NEMA section for requirements).
2. Dealers shall provide transaction time averages for purchases amounting to $1.00 for all types of payment scenarios (pay on entry, flat fee, pay on exit, credit card in/out, etc…).
3. Fee computer shall include: Credit card and ticket validation device, cash drawer, and public facing fee display.
4. Fee Computer must be remotely programmable from the back office (including, but not limited to: ability to update cashier lists, fee + rate table updates, update validation/store accounts).
5. Fee Computer shall be able to accept both cash and credit card as forms of payment.
6. Fee Computers must be able to process validation accounts and store these transactions in a back office, central database enabling administrative staff to gather store account data to automatically generate invoices for accrued charges.
7. Equipment should have wiring that is clearly identifiable with label of purpose, appropriately bundled using a zip tie or similar devise, and provide at least 12” of additional line at the computer to allow for movability.
8. Vendor to provide at each location where equipment is installed a standard operating procedure with specific details in how to perform each function of the equipment in writing with supporting photographs.

Vehicle Detectors (entrances and exits):

1. Provide all equipment, documentation, software, and manuals for repair personnel to test, trouble shoot, and repair equipment after warranty period has ended.
2. Detectors shall self-tune at a minimum every 24 hours.
3. Detectors shall be directional and shall be comprised of at least 3 detection loops to achieve directional detection.

AVI Readers:

1. Provide all equipment, documentation, software, and manuals for DDA contracted personnel to test, trouble shoot, and repair equipment after warranty period has ended.
2. AVI readers shall be compatible with Transcore antenna technology.
3. Readers shall be capable of store and forward during network outages.
4. Transcore Antennas shall be provided for all entrances and exits where current antennas are not compatible with proposed equipment.
5. RFID tags shall be provided in a quantity of 1,500, with a 3-year pricing guarantee if the DDA should desire to purchase additional tags for their system.

Nema Enclosures:

1. All enclosures shall be stainless steel, outdoor grade.
2. All Enclosures shall be securable with a pad lock.
3. All Enclosures with heat generating (positive heat rejection) equipment must have a proper sized intake with filter and an 110vac exhaust fan.
4. All Enclosures shall have permanent affixed exterior labels and copies of documentation of the equipment contained therein.

**Signs:**

1. All signs must have an Ethernet interface; each interface shall be independent of other signs.
2. All signs must be of equal size and similar style to signs currently in use.
3. Provide all equipment, documentation, software, and manuals for DDA contracted personnel to test, trouble shoot, and repair equipment after warranty period has ended.

**Communications:**

1. All serial communication data shall be converted to TCP/IP Packets for delivery to a central database.
2. Preferably, serial conversion occurs within each revenue control device. If conversion must take place externally via Ethernet converters, conversion shall take place in a central wiring closet of the DDA’s choosing.
3. Serial communications cabling shall be consistent in color coding, wire quality and number of pairs. In other words, if a red pair of wires is utilized for reader communications, red pairs shall only be utilized for reader communications throughout the facility and shall not be utilized for any other purpose. Cables shall be “right sized” for their purpose: if a wire diagram calls for a six-pair cable, a vendor SHALL NOT substitute a 16 pair cable and so forth.
4. Network cable runs shall use a minimum of STP Cat6e or Multimode Fiber for longer runs. Gbic capable gigabit switches shall be provided to vendors by the DDA for all cabling runs and interconnections and shall be maintained and programmed by DDA technicians.
5. Dealer shall insure all communication lines have additional service loops included with no less than 5’ for every 50’ of cable used.
6. Wall plate to device interconnection may utilize UTP cabling.
7. Any fiber optic cabling shall be subcontracted and managed by the DDA.

**Server:**

1. The DDA shall provide a server(s) as required to run all back-office software. Dealers shall provide recommended specifications for such server.

**ADA Compliance:**

1. All equipment must meet requirements of the Americans with Disabilities Act.

**Payment Card Industry Standards:**

1. All equipment installed-
   a) must be PCI compliant to 3.2.1 or the most current standard at the time of install
   b) must include point to point encryption
c) must be EMV (Euro pay, MasterCard and Visa) chip capable
d) must allow customer to remain in control of the credit/debit card throughout the transaction
e) must accept 10-digit BIN (Bank Identification Number) for any major credit card

Manufacturer must be able to keep equipment PCI compliant for a minimum of 10 years from date of installation.

Data Ownership:

1. DDA shall retain all rights and access to the parking data generated from the parking system. The parking data should be accurate and easily accessible and usable to the DDA through report writing software.
2. Dealer shall ensure equipment allows for ease in pulling and sharing data with other software platforms from an application programming interface (API).
3. Dealer shall provide the ability for the DDA and parking manager to generate complex custom reports for the purpose of analyzing the parking operation at no additional expense.
4. DDA shall retain the ability to share real time and historical system data and occupancy statistics with outside parties.
5. Dealer to provide a business intelligence dashboard with real time reporting.

General Considerations:
1. Equipment must have universal mechanisms in all ticket accepting machines.
2. All parts for the system must be available within five business days.
3. Equipment should have the ability to change rates and send validations codes from a central command center in real time for single transactions.
ATTACHMENT D:
SAMPLE TEMPLATE FOR COST PROPOSAL
### PARCS Equipment Configuration / Cost Template Sample

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Other components as recommended:
- Software
- Valet Management
- Validation Equipment
- Dashboard / Reporting Software

### Warranty Costs

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33
ATTACHMENT E:
FOREST STRUCTURE INSURANCE REQUIREMENTS

Forest Avenue Parking Structure: As it relates to the Forest Avenue Parking Structure, any vendor, contractor or sub-contractor, shall not commence work under until they have obtained the insurance required below. Such insurances shall be kept in force during the entire duration of the work. Insurance Certificates shall be required to name the City, the DDA, Republic Parking and the University of Michigan as additional insureds in the general liability and motor vehicle insurances.

- General liability insurance on an occurrence basis in the amount of $3,000,000.00 per occurrence and $10,000,000.00 annual aggregate.
- Motor vehicle liability insurance in the amount of $3,000,000.00 each occurrence combined single-limit bodily injury and property damage.
- Workers compensation to statutory requirements.
- Employers liability insurance in the amount of $500,000.00 each accident with a $500,000.00 disease policy limit and $500,000.00 disease each employee.
- $100,000.00 per occurrence blanket fidelity bond and $35,000.00 per loss broad form money and securities.
- Garage keepers liability insurance in the amount of $2,000,000.00 per occurrence.