

City of Memphis Response to ASE Vendor Questions RFP No. 27324

1. 4.6.1, page 24, and Section 3 Proposal Response, pg 12 - The core document is said to be limited to 50 single sided pages with the “core” defined as the document organized in accordance with Section 3 (which is where the Proposal Response instructions reside). Please clarify that only Proposal Sections 1-6 are subject to the page limitation, and that the Appendices are not included in the page limitation

Answer: The core proposal document, which is to address the RFP sections 1-6 is limited to 50 pages. This includes and table of contents and page tabs, if included. The appendices have no page limitations.

2. RFP Section 4.6.1 Proposal Format - Would the City please clarify what it means by “no information identifying the company”? Since the RFP requires that the core proposal's Executive Summary contain a description of the Vendor's relevant experience, including previous clients with similar population sizes, and a summary of the Vendor's key differentiators, this information could be interpreted as “information identifying the company.” Each vendor's proposal will contain their clients' names and other differentiators in order to comply with this requirement. Would the City consider modifying this part of requirement 4.6.1?

Answer: The vendor shall not include the company name in any of the documents within the 50 page core document. Product names that do not include the company name are acceptable. The company name may be provided on the documents in the appendices.

3. Page 21 - On the ‘Good Faith Effort Documentation Form’, apparently the ‘PROJECT TITLE: Parking Meter Replacement and Upgrade’ should be replaced with ‘PROJECT TITLE: City of Memphis Automated Speed Enforcement System.’

Answer: This language change is addressed in Addendum 4.

4. Page 31 - In the Terms and Conditions, it appears the description should be changed from ‘on-street parking meter system’ to ‘automated speed enforcement system’.

Answer: This language change is addressed in Addendum 4.

5. General - Will the City be able to finalize its complete list of enforcement sites within 60-90 days of contract execution?

Answer: The City will have the list of the approximately 15 initial locations available by the contract execution. The remaining locations will be determined within 12 months of the contract execution date.

6. Section 3.4,page 4 - Can the City confirm “notice to install” occurs post permitting?

Answer: Yes

7. Page 44 - Given that Tennessee state law has changed, does the Memphis living wage still apply

Answer: No, the Memphis Living Wage Ordinance no longer applies. The second paragraph under the heading "GENERAL COMPLIANCE WITH LAWS" on page 44 shall be changed to read as follows:

"The Contractor is assumed to be familiar with and shall comply with all applicable federal, state, and local laws, ordinances, and regulations in performing any of its obligations under this Agreement, including but not limited to the Fair Labor Standards Act, Occupational Safety and Health Administration (OSHA), and the Americans with Disabilities Act (ADA). The Contractor shall promptly notify the City of any conflict discovered between this Agreement and any applicable laws, rules, regulations, and/or permits and licenses, and await resolution of the conflict."

8. General - Given the length of our audited financial statements, can Bidder provide these documents in electronic format only? If not, can it be printed double-sided

Answer: The RFP requires a submission in both Microsoft Word and PDF format. The hard copies of the financial statements may be printed double-sided.

9. Please advise on the historic number of detections monthly and annually.

Answer: See Answer to Questions 10 and 12

10. Please advise on the historic number of printed citations monthly and annually.

Answer: The City averages 20,000+ tickets issued monthly

11. Please advise on the average collection (payment) rate.

Answer: Current annual collection rate is 46%

12. Would the City provide historical data for the last three (3) years of Red Light and Speed Tickets as far as the numbers of each that were issued per year as well as the collection rate?

Answer: Red Light Summons – Total number issued 29,912 (not including red light cameras), total fines assessed - \$4,668,034.50, total amount collected - \$2,660,446.43. Speeding tickets – total number issued – 264,747, total fines assessed - \$21,651,175.54, total amount collected - \$14,040,387.08

13. Will the City provide prior contract information including pricing, types of systems used etc. so that prospective Vendors can better price bids accordingly?

Answer: The City does not believe this is relevant. The Vendors should submit their pricing and the City will evaluate it.

14. What is the City expecting from the RFQ that was released? It is due on the same day as the RFP.

Answer: The Bidders/Vendors are to respond to the RFP, Automated Speed Enforcement for the City of Memphis, RFP No. 27324. The Proposal Submission Deadline is at 2:00 PM CDT, May 22, 2015.

15. If the RFQ is required as part of the RFP, where shall it be included?

Answer: See answer to Question 14.

16. What is listed in 1.4.1-1.4.5 is different from what is listed in section 3.7. Please clarify on which list to follow.

Answer: We assume you meant to reference 1.3.1-1.3.5 as opposed to 1.4.1-1.4.5. This is a duplication. Addendum 4 will remove section 1.3 Business Ethics which is asked for in section 3.7 Business Ethics.

17. Section 2.2 - Will the mobile speed systems be deployed by City personnel?

Answer: Yes

18. Section 2.4 - What will be the enforcement speed (miles over the limit)? Will it vary based on the posted limit, school zone, etc.?

Answer: A final determination has not been made. The following is under consideration: 12 mph over on typical street segments, 7 mph over in school zones.

19. Section 2.4 - What is the maximum amount of time per deployment for a mobile speed system?

Answer: A maximum amount of time was not identified. The minimum amount of time is 8 hours.

20. Section 3 - Where would the City prefer the required forms be located?

Answer: In the proposal

21. Section 3 - Are we able to add additional appendices not outlined in the RFP?

Answer: No

22. Section 3 - Are the following excluded from the core page count? 1. Table of Contents 2. Tabs 3. City provided forms (e.g. Exhibit 2 - Price Forms, EBO Program Compliance Form, Good Faith Form, Non-Collusion Affidavit)

Answer: No

23. Section 3.10 - States the City is requiring an Errors and Omissions coverage of \$1,000,000 each claim/ \$5,000,000 aggregate. For the scope of work outlined in the RFP, this amount of coverage is disproportionate and will end up costing the City more through the life of the program. For most photo enforcement programs of this size, the standard Errors and Omissions coverage is \$1,000,000 each claim/\$2,000,000 aggregate.

Answer: The amounts stated in the RFP are a City requirement and will not change.

24. Section 3B indicates only one price for mobile. However, section 2 offers pricing for fixed, mobile and trailer. This pricing form indicates all inclusive price. Do the Bidders still need to breakdown into separate categories? If the Bidders submit pricing for 2 mobile speed products (e.g. trailer and van), do the Bidders need to submit 2 separate pricing forms?

Answer: The City will allow Bidders to submit prices for the different mobile units (van, trailer and/or handheld). Exhibit 2 provides the ability for vendors to submit prices for all three types of mobile units.

25. Addendum #2 - Changed the submission requirement requesting vendors to provide a MS Word of our submission. Is it possible to change that requirement to allow a PDF of our submission to be sufficient?

Answer: Addendum #2 requires both, a MS Word and a PDF electronic copy, in addition to the printed proposal, which will be the official submission.

26. Section 3.10 - Typically, cities require that insurance companies are not only licensed in the state but that the insurance companies have an A.M. Best Rating. Would the City consider revising this insurance requirement from "All insurance companies must be acceptable to the City of Memphis and licensed in the state of Tennessee" to "All insurance companies must have an A.M. Best Rating and licensed in the state of Tennessee"?

Answer: The City will not revise the current language.

27. Section 3.10 - Due to the broad definition of "material change," would the City limit these notifications to non-renewal or cancellation notices and strike the "...or material change" provision?

Answer: No.

28. Section 5.2 (Location) - In regards to the Location scoring provision, since no company currently has a speed program in the City of Memphis, and only one company currently has a speed program in Shelby County, will the Location criteria be reflected on the office location parameters AFTER the award is issued?

Answer: No. The location criteria will be based on office locations as of the submittal of the proposal.

29. Section 5.2 (Location) - In addition to the red-light camera program being considered separate, we assume that other functions and departments within a company will be considered separate when answering the Location criteria? For example, to be fair, an office location can only be considered if it is part of the photo enforcement program. Is that correct?

Answer: This is correct.

30. General - For the notices of violation or citations, is the return mailing address for all responses and payments required to be an address within the City limits of Memphis and/or Shelby County so as to benefit Memphis?

Answer: No, the return mailing or payments do not have to be within the city limits of Memphis.

31. Addenda #2 – Section 1.2.3 states that the awarded vendor will be responsible for installing up to 150 total ASE camera over the life of the five year contract. Can the City provide a schedule of when the 150 ASE systems will be installed?

Answer: Not at this time.

32. RFP Section 2.4.9.5 - Other photo enforcement programs in Tennessee require an issuance timeframe of 20 business days from violation event date, which gives the City or Police sufficient time to review and approve the violation event. Would the City consider revising this requirement to align with other programs in the City and State to benefit the Memphis Police Department for scheduling their reviews?

Answer: Section 2.4.9.5 is changed to read: Violations for which registered owner data is available shall be issued with ten (10) business days of the violation event date.