

**BLOOMFIELD PARKING AUTHORITY  
(THE "AUTHORITY")**

**PUBLIC NOTICE FOR THE SOLICITATION OF  
CONTRACT FOR CERTAIN PARKING GARAGE MANAGEMENT SERVICES**

**NOTICE IS HEREBY GIVEN** that sealed submissions will be received by the Authority's Executive Director, or such other representative of the Authority as may be designated by the Executive Director, no later than 2:00 P.M. on February 4, 2016 prevailing time, at 23 Lackawanna Place, Bloomfield, New Jersey 07003, then publicly opened and read aloud. All proposals must be delivered to the Authority's Office, Bloomfield Parking Authority, 23 Lackawanna Place, Bloomfield, New Jersey 07003, Attn: Executive Director.

Standardized Submission Requirements and selection criteria are on file and available in the Authority's Office and on the internet at [www.bloomfieldparking.org](http://www.bloomfieldparking.org) on the "Bid Requests, RFEI's, RFP's & RFQ's" link under the Tab entitled "Financial Information".

Submission packages may be obtained at the Authority's Office, (973) 680-8960, during regular business hours, 8:30 A.M. to 5:00 P.M., Monday through Saturday, excluding holidays, or on the internet at [www.bloomfieldparking.org](http://www.bloomfieldparking.org) on the "Bid Requests, RFEI's, RFP's & RFQ's" link under the Tab entitled "Financial Information".

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Authority reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in its judgment will be in the best interest of the Authority. The Authority shall award the contract or reject all submissions no later than 60 days from receipt of same.

By authorization of the Board of Commissioners of the Bloomfield Parking Authority, Essex County, New Jersey.

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Glenn Domenick, Executive Director

Dated: January 20, 2016

**BLOOMFIELD PARKING AUTHORITY  
(THE “AUTHORITY”)**

**REQUEST FOR PROPOSALS (“RFP”) FOR CERTAIN  
PARKING GARAGE MANAGEMENT SERVICES**

The Bloomfield Parking Authority (the “**Authority**”) seeks proposals from firms (each a “Proposer”) for the provision of services, described in more detail herein, relating to the operation of the Authority’s parking garage located at 23 Lackawanna Place, Bloomfield, New Jersey (“**Parking Garage**”). The Authority recently completed construction of the Parking Garage, which contains 468 spaces spread over 4 stories, and which is located directly across the street from the Bloomfield Train Station. The Parking Garage is surrounded by a mixed-use project, which contains almost 60,000 square feet of ground floor retail space and 224 upper floor apartments, in addition to other retail/commercial space in the area. The Authority is a party to certain agreements relating to the permitted use, by residents and retail businesses in the area, of the Parking Garage, including 24/7/365 access and use by certain residents.

**SCOPE OF SERVICES**

The Scope of Services (collectively, the “Services”) sought herein are as follows:

- Call center services, which shall include providing assistance to parking customers, as may be required, from 6:00 P.M. each Monday to Friday to 8:00 A.M. the following day, from 6:00 P.M. Saturday to 8:00 A.M. Monday, and for set Holidays and/or office closures as specified by the Authority. Such services shall include, but will not necessarily be limited to assisting customers with the proper use of the parking access and revenue control equipment for parking fee payment; providing pertinent information relating to the Parking Garage such as parking rates, hours of operation, etc., and local driving directions; and providing a direct link to the Proposer’s staff assigned to the Parking Garage.
- The Proposer’s call center shall maintain a permanent daily log ensuring that running reports are made of events that occur at the Parking Garage, including but not necessarily limited to: customer assistance call summary; gate vend summary; customer assistance calls and vends per hour and per day; total incidents; any interruption of service in the Parking Garage; problems with the parking equipment; repairs made to the parking equipment by Proposer or a vendor; service calls made to repair the equipment; and any other significant matters that are useful to the Authority and the Proposer for managing a seamless and professional operation during the applicable periods.
- The Proposer shall use commercially reasonable efforts to operate the Parking Garage in a first-class, safe and business-like manner without limitation by establishing effective customer service standards, revenue and cash control procedures, and equipment maintenance protocols.
- The Proposer will recruit, employ, train and properly supervise all call center employees necessary for the smooth and efficient operation of the Parking Garage during the applicable periods.

- The Proposer will provide and designate an account manager who will oversee and supervise the Services and field inquiries from parking customers. The account manager shall attend client meetings as necessary in order to coordinate and schedule the Services.
- The Proposer will work with the Authority to integrate the existing intercom, cameras, access control and revenue payment equipment with the command center.
- The Authority and the Proposer will mutually agree on reporting matrix/analytics for the Services.

### **MISCELLANEOUS TERMS**

- The Proposer will specify fees for the Services based on a maximum of 2,000 calls per month, plus a fee schedule for calls above that number and an additional cost for on-site call services.
- The Authority and the Proposer will enter an agreement for the provision of the Services for a term of one (1) year, with the potential for renewal(s) as may be permitted under applicable law.
- The Proposer will indemnify, defend and hold the Authority and its officers, employees, partners, members and agents (the “Indemnitees”) harmless from all claims, demands, costs, expenses and causes of action, including attorneys’ fees and costs of suit incurred by any such Indemnitees, and resulting from the acts, omissions or breach of contract or violation of law by the Proposer or its agents, officers or employees.

### **PROPOSAL SUBMISSION AND SELECTION**

#### **Submission**

Proposals in response to this RFP must be submitted to the Authority’s Executive Director, or such other representative of the Authority as may be designated by the Executive Director, no later than **2:00 P.M. on February 4, 2016** prevailing time, at 23 Lackawanna Place, Bloomfield, New Jersey 07003.

#### **Qualifications & Experience**

The principal assigned to undertake the Scope of Services described herein must have at least 5 years of proven experience in advising public bodies in operating publicly-owned structured parking facilities.

The Authority strongly encourages the participation of local firms, Minority Business Enterprises (“**MBE**”), Woman Business Enterprises (“**WBE**”) and/or Veteran Owned Businesses (“**VOB**”). The Authority has established a goal of 20% of all work outlined in this RFP (measured as percentage of total costs for services performed hereunder) be undertaken by one or more MBE, WBE and VOB.

An MBE is a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native. A WBE is a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or

women. A VOB is a business which is a sole proprietorship, partnership or corporation of at least 51% which is owned and controlled by a United States veteran(s).

### Proposal Requirements

Each proposal must contain:

1. Standardized Submission Requirements.
2. Name, qualifications and experience of principal who will oversee the relationship.
3. Name and qualifications of any other individual who may assist the principal in #1 above.
4. Cost proposal.
5. Statement of availability to perform work outlined in the Scope of Services, proposed modifications or variations to the Scope of Services and identification of specific deliverables outlined herein.
6. Completion of the Minority/Woman/Veteran Owned Business Questionnaire.
7. Any other information the proposer wants the Authority to consider.

### Selection:

The Board reserves the right to reject any or all proposals. Selection will be based on the following criteria:

1. Qualifications of the primary principal and support staff.
2. General experience of the firm.
3. Cost proposal.

## **MISCELLANEOUS**

### No Assignment

The selected respondent shall not assign, transfer, convey, sublet or otherwise dispose of the contract with the Authority for the Services or its rights, title or interest therein or its power to execute such contract to any other person, company or corporation without prior written consent of and approval from the Authority.

### No Responsibility for Costs

The Authority shall not be responsible for any expenses incurred by any proposer in preparing or submitting a response to this RFP.

### Ownership of Materials

All rights, title to and ownership of the data, materials and documentation resulting from or otherwise relating to the Parking Garage provided pursuant to this RFP shall remain exclusively with the Authority.

### Questions

Any questions relating to this RFP must be submitted (i) by electronic mail to the Authority's Executive Director, Glenn Domenick, at [gdomenick@bloomfieldtwpnj.com](mailto:gdomenick@bloomfieldtwpnj.com), with a copy to Anne Prince, the Authority's Operations Manager, at [aprince@bloomfieldparking.org](mailto:aprince@bloomfieldparking.org); or (ii) by regular

mail or hand-delivery to the offices of the Authority, 230 Broad Street, Bloomfield, New Jersey 07003, Attn: Executive Director..

**ALL RESPONSES MUST MEET THE ABOVE REQUIREMENTS AND THE REQUIREMENTS CONTAINED IN THE AUTHORITY'S STANDARDIZED SUBMISSION REQUIREMENTS FOR PROFESSIONAL SERVICES.**

**MINORITY/WOMAN/VETERAN OWNED BUSINESS  
QUESTIONNAIRE FOR BIDDERS**

The Bloomfield Parking Authority, in accordance with the stated policy of non-discrimination and equal employment opportunity has a goal of encouraging minority, woman and veteran owned business enterprises. To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned, woman owned and/or veteran owned business, and return this form with your bid proposal.

\_\_\_\_\_ Minority Owned

\_\_\_\_\_ Veteran Owned

\_\_\_\_\_ Woman Owned

\_\_\_\_\_ Minority, Woman and Veteran Owned

**Definition of Minority Business Enterprise**

Minority Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native, defined as follows:

**African American:** a person having origins in any of the black racial groups of Africa.

**Hispanic:** a person of Mexican, Puerto Rican, Central or South American or other non-European Spanish culture or origin regardless of race.

**Asian:** a person having origins in any of the original peoples of the Far East, South East Asia, Indian subcontinent, Hawaii or the Pacific Islands.

**American Indian or Alaskan Native:** a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

**Woman Business Enterprise:** a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or women.

**Veteran Business Enterprise:** a business which is a sole proprietorship, partnership or corporation of at least 51% which is owned and controlled by a United States veteran.

In the event your company is not a woman, minority or veteran owned business but does have woman, minority or veteran ownership, please indicate the percentage of each form of ownership below:

\_\_\_\_\_ % Minority Owned

\_\_\_\_\_ % Veteran Owned

\_\_\_\_\_ % Woman Owned

\_\_\_\_\_ % Minority, Woman and Veteran Owned