



**Lexington & Fayette County  
Parking Authority  
Parking Access  
and  
Revenue Control System  
Request for Proposal**

June 8th, 2020

# 1. INTRODUCTION

The Lexington and Fayette County Parking Authority (hereinafter "Owner") invites you to submit a proposal for the installation of a new access and revenue control system for the parking facilities listed below. This Request for Proposal (RFP) is part of a competitive process designed to serve Owner's best interests and to provide vendors a fair opportunity for their services to be considered.

The objective of this RFP is to install a new fully functioning parking access and revenue control system at the parking facilities identified in this RFP. As such, vendors must include all necessary civil, electrical, mechanical, and administrative services as well as equipment and other hardware necessary to deliver a fully functioning system. This includes, but is not limited to, loops, electrical and communication wiring both in the facilities and to the parking office, servers, computers, equipment movement and installation, removal and disposal of current equipment, conduit, concrete work, wire terminations, training, testing, programming, set-up services, and two years of support service after the initial warranty period.

This document outlines the scope of the project, as well as the process and timeline we expect all vendors to follow to collect additional information on the project and to submit a proposal to participate in the project. The information contained in this document defines the necessary steps for the Vendor to follow to have Owner accept a proposal for consideration.

We will consider the following factors for selection: price, the vendor's ability to service and support the equipment, equipment features and reliability of product, reporting suite, and experience with similar installations of the same size.

All local, state, and federal laws, electrical and building codes must be adhered to by the selected vendor.

All proposals must be consistent with the format outlined below. Proposals must consist of itemized pricing for each equipment component and/or software module as well as the services necessary to deliver a functioning system. All applicable discounts should be included in the itemized pricing, not in the total pricing calculation. Proposals must include the cost to remove and dispose of old equipment. **In addition, proposals may include an offer to purchase the existing equipment, which must be included in the proposal for each location.** Owner reserve the right to adjust quantities and required features after the selection of an RFP winner is made without any change to the unit pricing of that line item.

## 1.01 ABOUT LFCPA

The Lexington & Fayette County Parking Authority (LFCPA) is an agency, instrumentality and constituted authority of the Lexington Fayette Urban County Government. Our mission is to provide, maintain and operate adequate, high-quality, customer-focused public parking and encourage economic growth for the benefit of the residents, businesses and visitors of Lexington-Fayette County.

The city of Lexington has developed its downtown core into a healthy business, residential, and retail center while maintaining the safe, comfortable family neighborhoods surrounding the downtown core along with the University of Kentucky and Transylvania University connecting to the core.

## **1.02 LPA MISSION STATEMENT**

The Mission of the Lexington & Fayette County Parking Authority is to provide, maintain and operate efficient and effective, high-quality, customer-focused public On-Street and Off-Street parking; and encourage economic growth for the benefit of the residents, businesses and visitors of Lexington-Fayette County.

## **1.03 LPA VISION STATEMENT**

To address the parking concerns of both citizens and the business leaders of Lexington in a proactive manner, while striving to meet the parking demand for reasonably priced parking for residents, commuters and visitors in the Downtown Area and the surrounding neighborhoods. The LFCPA will also be founded in the principles of sound parking and transportation system management.

## **1.04 PURPOSE OF RFP**

LFCPA is seeking a highly qualified vendor to install a new state of the art Parking and Revenue Control Systems (PARCS) in three (3) parking garages in downtown Lexington, Kentucky.

## **1.05 BACKGROUND**

### **1.05.1 KEY DATES**

- June 19, 1976 – Commonwealth of KY establishes enabling legislation KRS 67A 910-928 for a Parking Authority
- October 16, 1980 – LFUCG establishes Resolution 300-80, Ordinance 2-178, which created the Parking Authority
- August 30, 2005 – presentation to LFUCG Council on creation of Parking Authority
- December 13, 2005 – LFUCG Council created the Parking Authority - Ordinance 2-178
- June 16, 2006 – LPA five-member Board of Commissioners approved by Council
- May 14, 2007 – LPA Executive Director, Gary A. Means hired
- July 2008 – **LEXPARK** On-Street and Off-Street contracts and programs begin, storefront office opened, [www.lexpark.org](http://www.lexpark.org) goes live, 5 Outriders (PCOs) hired & assigned to dedicated beats, quickened meter repairs, improved meter bagging program, installed new parking signage, began RPPP management.
- July – September 2008 – Started 90-day warning program
- August – September 2008 – Rolled out amnesty program
- October 2008 – Upgraded old wind up meters to digital, converted all but 3 downtown meters from 1-hour time limit to 2-hour time limit
- November 2008 – Began citation noticing process and booting program
- January 2009 – Installed 50 solar powered Pay & Display meters
- January 2009 – Installed **LEXPARK SMARTCARD** Program

- January 2009 – Increased meter rates at all meters
- September 2009 – Complied fully with all 28 state auditor recommendations
- September 2010 – Implemented small claims litigation
- November 2010 – Completed agreed-upon procedures and implemented recommendations
- December 2010 – Completed management audit and implemented recommendations
- February 2011 – Implemented PaybyPhone
- March - May 2011 – IPS single space meter pilot
- July 2011 – One hundred IPS meters purchased, (399 IPS meters currently)
- July 1, 2012 – LFUCG transferred 4 Garages to LPA
- May 2013 – Helix Garage (formerly Annex Garage) restoration completed
- August 2013 – Helix Garage exterior coating
- May - December 2013 – Scheidt & Bachmann PARCS equipment installed in all facilities
- May 2013 – New interior signage installed in all facilities
- June 2013 – Completion of Helix Ramp architectural lighting system
- August 2013 – Real-time Space count signs installed
- December 2013 – Installed energy optimization lighting upgrade in all facilities
- December 2018 – Converted Transit Center garage to a gateless solution
- January 2020– 100% of parking meters are credit card capable

#### **1.06 DEFINITIONS**

1. **LPA** – The Lexington & Fayette County Parking Authority
2. **LFUCG** – Lexington-Fayette Urban County Government
3. **Vendor** – The firm submitting the proposal and/or the firm awarded the contract.
4. **Contract** – The agreement to be entered into for services between the LPA and the Vendor who submits the proposal accepted by the LPA.
5. **RFP** – This Request for Proposal, including any amendments or other addenda hereto.
6. **Selection Committee** – The RFP Selection Committee is comprised of the LPA employees, LPA board and/or Advisory Committee member and LEXPARK staff.

#### **1.07 QUESTIONS**

Upon release of this RFP, all questions shall be directed in writing or email to Ed Trammell, the Planning and Project Manager for LPA [ettrammell@lexpark.org](mailto:ettrammell@lexpark.org). Unauthorized contact regarding this RFP with anyone other than Ed Trammell, may result in disqualification. Any oral communications will be considered unofficial and non-binding on the LPA.

#### **1.08 GARAGES INCLUDED**

1. **The Helix** -150-160 East Main Street
2. **Victorian Square Garage** - 350 West Short Street
3. **Courthouse Garage** - 105 Barr Street

## 1.09 PRELIMINARY SCHEDULE

*These dates are estimates and are subject to change by the LPA.*

EVENT	DATE
Release RFP to Vendors	June 8, 2020
Pre-Proposal Site Walk (suggested, not required)	June 19, 2020
Vendor Questions (if any) Due by 5pm	June 22, 2020
Proposal Responses Due by 5pm	July 13, 2020
Presentation from top two responders (if applicable)	TBD
Project Awarded	August 15, 2020

## 1.10 RESPONSE FORMAT

Proposals should be prepared simply, providing a straightforward, concise delineation of the approach and capabilities necessary to satisfy the requirements of this RFP. Technical literature and elaborate promotional materials, if any, must be submitted separately. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP.

Vendor proposals must be submitted in the format specified below. Vendors that deviate from this format may be deemed non-responsive. Electronic email proposals for this project must be submitted to [etrammell@lexpark.org](mailto:etrammell@lexpark.org). Vendors must also furnish two (2) hard copies of the proposal to LPA prior to the due date and time. The electronic email copy must not be write-protected to aid LPA in its review and analysis. **Please note:** if there are any discrepancies between the provided copies of the completed RFP response, LPA reserves the right to use the most favorable version as Vendors' response. Proposals received after the designated time will not be opened and will be removed from consideration. Telephone and faxed proposals will not be accepted. All hardcopy proposals should be delivered to:

Edward Trammell  
Lexington & Fayette County Parking Authority  
162 East Main Street, Suite 212  
Lexington, KY 40507

## 1.11 COMPLETENESS OF PROPOSAL

The Vendor must attach the Proposal Form (Form #1) signed. This statement must identify any exceptions that the Vendor takes to the LPA's RFP, or declare that there are no exceptions taken to the RFP. The Vendor must also attach the Company Information Form #2 and the Client References

Form #3 to the Vendor's proposal. Those areas that do not apply to your proposal, please mark with an N/A - do not leave any space blank.

All Vendor proposal pricing will be typed and must give actual cost of each product in line item pricing. Lump sum discounts will not be accepted. Proposals that are incomplete, conditional, or obscure may be rejected as informal.

All proposal prices will be filled in ink or typed and must give actual cost of each product in line item pricing. Lump sum discounts will not be accepted. Proposals that are incomplete, conditional, or obscure may be rejected as informal.

Vendor must include in the proposal a company history, a description of company ownership and legal structure, a description of the organization of the local region (including name and showing reporting relationships), provide the most recent audited financial statement of your company, and provide a list showing a sample of the companies presently being serviced by your company in the Kentucky region.

All work to be performed must be authorized in writing by Owner prior to the commencement of such work.

Information to be presented with the proposal must include; company qualifications; references and experience; personnel qualifications and experience; proposed equipment and software; a proposed standard maintenance contract after installation as defined in the RFP with proposed warranty language.

Interference of the Proposal Process by any Vendor, employee of the Vendor, persons with vested interests, and/or persons with associated interests of the Vendor will disqualify the Vendor's proposal.

Any failure to adhere to the provisions set forth above may result in the rejection of a Vendor's proposal or cancellation of this RFP.

### **1.12 VENDOR'S COST TO DEVELOP PROPOSALS**

Costs for developing proposals in response to the RFP are entirely the obligation of the Vendor and shall not be chargeable in any manner to the LPA.

## **2. TERMS & CONDITIONS**

### **2.01 QUESTIONS/CLARIFICATIONS REGARDING THE RFP**

No oral interpretation or clarification will be made to any Vendor as to the meaning of RFP documents except as provided for in Section 1.05 of this RFP. Written requests for interpretation/clarification shall be directed to [etrammell@lexpark.org](mailto:etrammell@lexpark.org).

## **2.02 RFP ADDENDUMS**

The LPA reserves the right to change the RFP schedule or issue addendums to the RFP at any time. The LPA also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP. It is the Vendor's responsibility to confirm whether any addenda have been issued.

## **2.03 WITHDRAWAL OF PROPOSAL**

Proposals may be withdrawn at any time prior to the submission time provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated for receipt.

## **2.04 REJECTION OF PROPOSALS**

The LPA reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the LPA.

## **2.05 PROPOSAL MODIFICATION AND CLARIFICATIONS**

The LPA reserves the right to request that any Vendor clarify its proposal or supply any additional material deemed necessary to assist in the evaluation of the proposal. Modification of a proposal already received will be considered only if the request is received prior to the submittal deadline. All modifications must be made in writing, executed and submitted in the same form and manner as the original proposal.

## **2.06 PROPOSAL VALIDITY PERIOD**

Submission of a proposal will signify the Vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline unless otherwise agreed to in writing by both parties. The proposal will become part of the Contract that is negotiated between the LPA and the successful Vendor.

## **2.07 CONTRACT NEGOTIATION**

The LPA reserves the right to negotiate all elements of the requirements, submittals, proposals, terms and conditions, and/or scope of services as part of the contract negotiation process with the selected Vendor prior to any formal authorization of the contract by the LPA.

## **2.08 PUBLIC RECORDS**

Under State Law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP (the "documents") become a public record upon submission to the LPA, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law.

## **2.09 BUSINESS REGISTRATION AND TAXATION**

The Vendor awarded the Contract shall be subject to Lexington – Fayette County Business Registration and Business Taxation as presented in the Lexington – Fayette County Code and shall register as a condition precedent to beginning the contract. Questions about taxes imposed by the Lexington–Fayette Urban County Government should be directed to the Lexington–Fayette Urban County Division of Revenue at (859) 258-3340.

## **2.10 NON-ENDORSEMENT**

The Vendor awarded the Contract agrees to make no reference to the LPA in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the LPA.

## **2.11 INSURANCE REQUIREMENTS**

The Vendor awarded the Contract shall maintain insurance that is sufficient to protect their business against all applicable risks, as set forth in the LPA's Standard Insurance Requirements. Please review insurance requirements prior to submitting a proposal. If the Vendor is unable to meet these standard requirements, please note current or proposed insurance coverages in submittal. Standard requirements may be negotiated if it is in the best interest of the LPA.

## **2.12 PERFORMANCE BONDS**

The Vendor will provide to the LPA prior to the commencement of operations, a performance bond in the amount of \$200,000.00, which may be retained throughout the duration of the agreement to provide for any failure to perform or to secure any loss suffered by the LPA due to the Vendor's negligence and failure to perform.

## **2.13 EQUAL EMPLOYMENT OPPORTUNITY**

The Vendor awarded the Contract agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex, age, national origin, disability, sexual orientation or gender identity and to promote equal employment through a positive, continuing program from itself and each of its subcontracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

## **2.14 COMPLIANCE WITH LAWS AND REGULATIONS**

In addition to nondiscrimination and affirmative action compliance requirements previously listed, the Vendor awarded the Contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.



## **2.15 OWNERSHIPS OF DOCUMENTS**

Any reports, studies, conclusions and summaries prepared by the Vendor shall become the property of the LPA.

## **2.16 CONFIDENTIALITY OF INFORMATION**

All information and data furnished to the Vendor by the LPA, and all other documents to which the Vendor's employees have access during the term of the Contract, shall be treated as confidential to the LPA. Any oral or written disclosure to unauthorized individuals is prohibited.

## **2.17 INDEMNIFICATION**

The Vendor shall hold harmless, defend, and indemnify the LPA and the LPA's officers, agents, and employees as well as the LFUCG and its officers, agents and employees against any liability that may be imposed upon them by reason of the Vendor's failure to provide compensation coverage or liability coverage.

## **2.18 EXISTING BUSINESS**

This RFP does not restrict your day-to-day business or with Owner to facilitate pre-existing business matters. Any communications regarding this RFP outside the approved process specified in this RFP must not be authorized or binding on Owner.

# **3. SELECTION PROCESS**

Owner will determine which Vendor provides the most favorable combination of access and revenue control installation system in the most cost-effective manner by using an "Evaluation of Proposals." The recommendation and award will be based upon the factors listed below:

1. Specialized experience and technical competence of the firm with the type of service required.
2. Capacity of the staffing of the firm to perform the work, including any specialized services, within the time limitations.
3. Past record and performance on contracts with LFCPA and similar governmental agencies with respect to such factors as control of cost, quality of work, and ability to meet schedules.
4. Familiarity with the details of the project.
5. Degree of local employment to be provided by the person or firm.
6. Estimated cost of services.

# **4. CONTRACTOR REQUIREMENTS**

## **4.01 INDEMNIFICATION AND HOLD HARMLESS PROVISION**

(1) It is understood and agreed by the parties that Contractor hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting

from or arising out of any act or omission on the part of Contractor or its employees, agents, servants, owners, principals, licensees, assigns or subcontractors of any tier (hereinafter "CONTRACTOR") under or in connection with this agreement and/or the provision of goods or services and the performance or failure to perform any work required thereby.

(2) CONTRACTOR shall indemnify, save, hold harmless and defend the Lexington & Fayette County Parking Authority and its elected and appointed officials, employees, agents, volunteers, and successors in interest (hereinafter "LFCPA") from and against all liability, damages, and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees that are in any way incidental to or connected with, or that arise or are alleged to have arisen, directly or indirectly, from or by CONTRACTOR's performance or breach of the agreement and/or the provision of goods or services provided that: (a) it is attributable to personal injury, bodily injury, sickness, or death, or to injury to or destruction of property (including the loss of use resulting therefrom), or to or from the negligent acts, errors or omissions or willful misconduct of the CONTRACTOR; and (b) not caused solely by the active negligence or willful misconduct of LFCPA.

(3) In the event LFCPA is alleged to be liable based upon the above, CONTRACTOR shall defend such allegations and shall bear all costs, fees and expenses of such defense, including but not limited to, all reasonable attorneys' fees and expenses, court costs, and expert witness fees and expenses, using attorneys approved in writing by LFCPA, which approval shall not be unreasonably withheld.

(4) These provisions shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this agreement.

LFCPA is a political subdivision of the Commonwealth of Kentucky. CONTRACTOR acknowledges and agrees that LFCPA is unable to provide indemnity or otherwise save, hold harmless, or defend the CONTRACTOR in any manner.

#### **4.02 FINANCIAL RESPONSIBILITY**

BIDDER/CONTRACTOR understands and agrees that it shall, prior to final acceptance of its bid and the commencement of any work, demonstrate the ability to assure compliance with the above Indemnity provisions and these other risk management provisions.

#### **4.03 INSURANCE REQUIREMENTS**

YOUR ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW, AND YOU MAY NEED TO CONFER WITH YOUR INSURANCE AGENTS, BROKERS, OR CARRIERS TO DETERMINE IN ADVANCE OF SUBMISSION OF A RESPONSE THE AVAILABILITY OF THE INSURANCE COVERAGES AND ENDORSEMENTS REQUIRED HEREIN. IF YOU FAIL TO COMPLY WITH THE INSURANCE REQUIREMENTS BELOW, YOU MAY BE DISQUALIFIED FROM AWARD OF THE CONTRACT.

##### **4.03.1 REQUIRED INSURANCE COVERAGE**

BIDDER/CONTRACTOR shall procure and maintain for the duration of this contract the following or equivalent insurance policies at no less than the limits shown below and cause its subcontractors to maintain similar insurance with limits acceptable to LFCPA in order to protect LFCPA against claims for injuries to persons or damages to property which may arise from or in connection with the

performance of the work hereunder by CONTRACTOR. The cost of such insurance shall be included in any bid:

#### **4.03.2 COVERAGE LIMITS**

General Liability	\$1 million per occurrence, \$2 million aggregate or (Insurance Services Office Form CG 00 01) \$2 million combined single limit
Commercial Automobile Liability	combined single, \$1 million per occurrence (Insurance Services Office Form CA 0001)
Worker's Compensation	Statutory
Employer's Liability	\$1,000,000.00

The policies above shall contain the following conditions:

- a. All Certificates of Insurance forms used by the insurance carrier shall be properly filed and approved by the Department of Insurance for the Commonwealth of Kentucky (DOI). LFCPA shall be named as an additional insured in the General Liability Policy and Commercial Automobile Liability Policy using the Kentucky DOI approved forms.
- b. The General Liability Policy shall be primary to any insurance or self-insurance retained by LFCPA.
- c. The General Liability Policy shall include a Products and Completed Operations endorsement or Premises and Operations Liability endorsement unless it is deemed not to apply by LFCPA.
- d. LFCPA shall be provided at least 30 days advance written notice via certified mail, return receipt requested, in the event any of the required policies are canceled or non-renewed.
- e. Said coverage shall be written by insurers acceptable to LFCPA and shall be in a form acceptable to LFCPA. Insurance placed with insurers with a rating classification of no less than Excellent (A or A-) and a financial size category of no less than VIII, as defined by the most current Best's Key Rating Guide shall be deemed automatically acceptable.

#### **4.03.3 RENEWALS**

After insurance has been approved by LFCPA, evidence of renewal of an expiring policy must be submitted to LFCPA and may be submitted on a manually signed renewal endorsement form. If the policy or carrier has changed, however, new evidence of coverage must be submitted in accordance with these Insurance Requirements.

#### **4.03.4 DEDUCTIBLES AND SELF-INSURED PROGRAMS**

IF YOU INTEND TO SUBMIT A SELF-INSURANCE PLAN IT MUST BE FORWARDED TO LEXINGTON & FAYETTE COUNTY PARKING AUTHORITY, 162 EAST MAIN STREET, SUITE 212, LEXINGTON,

KENTUCKY 40507 NO LATER THAN A MINIMUM OF FIVE (5) WORKING DAYS PRIOR TO THE RESPONSE DATE. Self-insurance programs, deductibles, and self-insured retentions in insurance policies are subject to separate approval by LEXINGTON & FAYETTE COUNTY PARKING AUTHORITY upon review of evidence of BIDDER/CONTRACTOR's financial capacity to respond to claims. Any such programs or retentions must provide LFCPA with at least the same protection from liability and defense of suits as would be afforded by first-dollar insurance coverage. If BIDDER/CONTRACTOR satisfies any portion of the insurance requirements through deductibles, self-insurance programs, or self-insured retentions, BIDDER/CONTRACTOR agrees to provide Lexington & Fayette County Parking Authority, the following data prior to the final acceptance of bid and the commencement of any work:

- a. Latest audited financial statement, including auditor's notes.
- b. Any records of any self-insured trust fund plan or policy and related accounting statements.
- c. Actuarial funding reports or retained losses.
- d. Risk Management Manual or a description of the self-insurance and risk management program.
- e. A claim loss run summary for the previous five (5) years.
- f. Self-Insured Associations will be considered.

#### **4.04 REFERENCES**

Proposers shall include a fully detailed roster of references for all projects of similar size and complexity that have (i) started within the past two years, (ii) that have been successfully completed within the past two years, and (iii) that have been discontinued for any reason within the past five (5) years.

The roster of references shall include, but not be limited to the following items

- a. Project Name
- b. Project Location
- c. Project Cost
- d. Summary description of the project
- e. Reference contact
- f. Contact's address
- g. Contact's telephone number
- h. Contact's e-mail address
- i. Distributor/vendor/installer information

#### **4.05 PROJECT SCHEDULE**

The Contractor shall prepare and deliver a complete, initial project schedule to Owner within ten (10) days of award of any contract by property. The project schedule shall be prepared in bar chart format indicating both critical path and dependent activities. The project schedule shall detail, as the minimum acceptable requirements, the following activities:

- a. Preparation and delivery of all project submittals
- b. All project milestones

- c. All purchasing activities for major PARCS components
- d. Complete delivery schedule, to the site, for all PARCS components
- e. Site preparation activities
- f. Installation of PARCS components
- g. All on-site testing activities
- h. Installation of computer hardware and software
- i. De-bugging and punch list activities
- j. Beneficial Use by Property
- k. Substantial Completion
- l. Final Acceptance

#### **4.06 PROGRESS MEETINGS**

Contractor shall be required to have its Project Manager and major subcontractors attend a bi-weekly progress meeting during the initial phases of the project, at a location designated by Owner. At Owner's discretion, these meetings may be held by audio conference. Once site preparation and equipment installation begins, Contractor shall be required to have its Project Manager and major subcontractors attend all weekly job meetings at the Facilities.

#### **4.07 PROJECT MILESTONES**

The following milestones have been established for the PARCS project:

- a. Contract award
- b. Contract execution
- c. Delivery of Bonds and Certificate of Insurance
- d. Pre-construction conference
- e. Delivery of Project Schedule
- f. Delivery of Progress Reports
- g. Project Meetings
- h. Delivery of Site Installation Plan
- i. Start of Site Preparation
- j. End of Site Preparation
- k. Ordering of all PARCS equipment
- l. Delivery of all operating and maintenance documentation
- m. Start of On-Site Installation
- n. End of On-Site Installation
- o. Start of Substantial Completion Test
- p. End of Substantial Completion Test
- q. Supervisor Training
- r. Maintenance Training
- s. Management and Administrative Training
- t. Start of Acceptance Testing
- u. End of Acceptance Testing
- v. Delivery of Lien Releases
- w. Final Acceptance

#### **4.08 RETAINER**

Owner shall retain ten (10) percent of the project cost until Final Acceptance of the PARCS. The Contractor shall be eligible for receiving Final Acceptance of the PARCS after the following elements shall have been completed to the satisfaction of Owner, in the sole opinion of Owner:

- a. Contractor provides all lien releases in writing to Owner.
- b. PARCS has successfully completed the Final Acceptance Test.
- c. All PARCS documentation and manuals have been approved by Owner.
- d. All required spare parts and supplies have been delivered by the Contractor.
- e. All warranties for third party equipment and/or software have been transferred by Contractor to Owner.
- f. Contractor has provided Owner with a Warranty Form.

#### **4.09 TESTING**

Contractor shall be responsible for conducting at least two (2) major tests for the PARCS.

##### **a. Substantial Completion Test**

The first test, the Substantial Completion Test, shall be conducted by Contractor in the presence of Owner and/or its designee, once all Properties have obtained Beneficial Use of the PARCS, where Beneficial Use is defined as the entire system for a property installed, operational, and capable of processing transactions and collecting revenue. The Substantial Completion Test shall be conducted in accordance with the approved Substantial Completion Test procedures and shall include but not be limited to the following activities:

1. Demonstration that each hardware component functions (including all transaction processes) as required by the Project Manual and the original equipment manufacturer's specifications.
2. Demonstration that each software component functions (including database management and report generation) as required and the original software programming developer's specifications.
3. Demonstration of the "on-line" and "off-line" operating characteristics of each hardware component and software program in the entire PARCS.

##### **b. Acceptance Test**

1. The second major test, the Acceptance Test, shall measure the reliability and maintainability of the PARCS. Contractor shall conduct the Acceptance Test for a period of 30 consecutive operating days, in accordance with the approved Acceptance Test procedures, during which the PARCS shall not experience more than 20 cumulative hours of hardware and software downtime. This means that any hardware or software failure shall be documented by Contractor such that the cumulative downtime does not exceed the maximum. This requirement shall also mean that concurrent failures of multiple hardware devices or software features are treated as individual failures.

2. In the event that the Contractor's PARCS exceeds the maximum allowable downtime during the Acceptance Test, the Test shall continue (and Final Acceptance shall be withheld) on a day-for-day basis until the PARCS has performed without exceeding the maximum allowable downtime for 30 consecutive days.

#### **4.10 TRAINING**

Contractor shall be responsible for conducting training classes for the PARCS as follows:

##### **a. Supervisor Class**

Contractor shall provide supervisor training classes with sufficient detail to assure operating proficiency with each of the components of the PARCS. Contractor shall utilize a Supervisors Manual as the reference document during all training.

##### **b. Management and Administrative Class**

Contractor shall provide training classes for management and administrative personnel that contain sufficient content to assure operating and management proficiency with all hardware and software components of the PARCS. Particular emphasis shall be provided with respect to presentation of the revenue control features of the PARCS, and generation and use of the PARCS reports.

Contractor shall utilize the System Operations Manual as the reference document during all training.

##### **c. Maintenance Training and Certification**

Contractor shall fully train personnel as designated by Owner in the maintenance of the hardware and software components of the PARCS to complement the service and support to be provided by Contractor, including, but not limited to, addressing emergency situations when Contractor cannot respond quickly enough, and fixing minor issues not requiring Contractor's attention. Contractor shall utilize the Maintenance Manual, including the Troubleshooting Guide, as the reference document during all training.

#### **4.11 DEFECTIVE OR NONCONFORMING WORK**

Contractor shall be solely responsible for identifying all defective or nonconforming work within the scope of its responsibilities under the Agreement. Contractor's project manager shall be responsible for reviewing the work on a continuous basis so that defective or nonconforming work is promptly identified so that it does not adversely impact the project schedule.

Any equipment deemed, in the sole opinion of Owner or Lanier, to be defective shall be replaced at the Contractor's sole expense. Contractor shall be solely responsible for all costs of repairing or replacing defective or nonconforming work. This extends to PARCS equipment during manufacture and installation, PARCS software during programming and system

debugging, PARCS submittals and manuals, PARCS installation, site preparation, and electrical and data transmission work.

#### **4.12 MAINTAINING THE PROJECT SITE**

Contractor shall be solely responsible for proper maintenance of the project site during the implementation of the PARCS and during all times when Contractor is performing work on site at the Facilities, within the scope of its responsibilities under the Agreement. Maintenance of the project site includes the routine cleaning at the end of each day or whenever debris shall accumulate to maintain the first-class appearance of the Facilities.

Contractor shall assure that all appropriate safety equipment, including but not limited to customer friendly signage, traffic cones, protective barriers, etc., is in place and being properly used to maintain a safe environment for Facilities customers and employees, vehicles located in proximity to the work being performed, PARCS and other property, and Contractor employees. All signage to be erected by Contractor shall be reviewed and approved in writing by Owner.

#### **4.13 SUPERVISION**

Contractor shall be solely responsible for the supervision of all facets of the implementation of the PARCS within the scope of its responsibilities under the Agreement. This shall include the supervision of all persons working at the project site. Contractor shall have a qualified project foreman stationed at the Facilities during all times that work is being performed on site. Project foreman shall supervise both the work being performed and the persons performing the work to assure the safety and security of Facilities customers and employees, vehicles located in proximity to the work being performed, PARCS and other property, and Contractor employees.

Communication between Contractor personnel and Facilities customers should be limited. Facilities customers who engage Contractor personnel in shall be treated with all courtesies and not as nuisances or impediments to the work.

#### **4.14 SUB-CONTRACTORS**

Contractor may only use authorized electricians approved by Owner. Contractor may present their preferred electrician for the completion of the project; however, that preferred electrician must be approved by Owner and Lanier prior to commencement of any work.

#### **4.15 CODE COMPLIANCE**

Contractor shall be solely responsible for completing all work required to install the fully functional and operational PARCS within the scope of its responsibilities under the Agreement in compliance with all local, state and Federal building and electrical codes. Contractor shall be solely liable for all costs associated with the installation within the scope of its responsibilities under the Agreement of the fully functional and operational PARCS and any present or future alterations required to assure the PARCS is in full and complete compliance with all code requirements.



#### **4.16 PERMITS**

Contractor shall be solely responsible within the scope of its responsibilities under the Agreement for securing all building, electrical or other permits required by local or other statute and posting same as required. Contractor shall include the cost of all required permits and obtaining those permits in the project cost.

Contractor shall properly display all permits and evidence of inspections (if any) as required by local or other statute.

#### **4.17 WARRANTIES**

- a. Contractor shall fully warrant the entire PARCS, to be free from defects in materials and workmanship for a minimum of two (2) full calendar years following the date that Final Acceptance is provided by Owner. During the warranty period, Contractor shall promptly repair and/or replace defective hardware components or software programs without charge for labor or materials in the most expeditious manner as time is of the essence.
  - a. If Contractor proposes to charge for service and support for the period between Beneficial Use at any Property, and the Final Acceptance date, the terms of such service must be included in the Technical Proposal, with pricing included on the Proposal Form.
  - b. Pricing and terms for extended warranty, maintenance and support for up to five (5) years should be included as an option in the Technical Proposal and Proposal Form.
- b. Contractor shall cause all third-party warranties to be transferred to Owner. In the case of third-party warranties that are for periods of less than two (2) full years following Final Acceptance of the PARCS, Contractor shall be solely responsible for providing warranty coverage that is fully compliant with the requirements of this Project Manual.
- c. Contractor shall install software updates for the PARCS server and lane equipment upon releases of revisions to the installed software products without charge to Owner for not less than five (5) years following the date of Final Acceptance. In the event that the software revisions require updates to the PARCS hardware, Contractor shall only be required to install the updates if Owner agrees to purchase the hardware required.

#### **4.18 MAINTENANCE**

- a. Contractor shall supply a full and complete schedule of preventive maintenance requirements for the entire PARCS including all hardware and software components. The schedule of preventive maintenance shall be organized by PARCS device or software component and shall detail the following, as the minimum requirement:
  - i. Each required preventive maintenance activity
  - ii. The frequency of each preventive maintenance activity
  - iii. The procedures for performing each preventive maintenance activity

- iv. Any special tools or supplies needed for the performance of preventive maintenance activities
- b. Contractor shall provide a fully detailed trouble shooting guide that can be used by on-site technicians in the performance of remedial, first echelon maintenance to be used to get a PARCS component or the PARCS returned to service with a minimum of delay. The troubleshooting guide shall contain sufficient detail, in words and diagrams, to allow an on-site technician to perform the tasks outlined in the guide.
- c. The Troubleshooting Guide and all required accompanying materials shall be included in the Maintenance Manual that is a required submittal to be made by Contractor and during the training required in Section 4.10.

#### **4.19 INVENTORY**

- a. Spare Parts
  - i. Contractor shall supply a complete roster of recommended spare parts and supplies that are necessary to be maintained in “stock” to assure the proper and uninterrupted operation of the PARCS. Contractor shall include in its Proposal a complete roster of spare parts along with the vendor, vendor contact information and current pricing for each item included in the roster.
  - ii. Contractor shall be required to provide an on-site inventory of spare parts in accordance with the recommended roster, that shall be included with the delivered PARCS. Contractor may utilize the on-site inventory of spare parts for performing warranty maintenance on the PARCS. Any spare parts used by Contractor in the performance of warranty maintenance shall immediately be replaced by Contractor to assure the on-site spare parts inventory is continuously maintained at the proper level. All spare parts in the on-site inventory shall remain the property of Owner at the conclusion of the warranty period.
  - iii. The roster of spare parts and all required accompanying materials shall be included in the Maintenance Manual that is a required submittal to be made by Contractor.

#### **4.20 LIEN RELEASES**

Contractor shall secure lien releases from all suppliers and shall provide same in written form to Owner. The lien releases shall be submitted to Owner no later than the time that Contractor submits its application for Final Payment. Contractor shall not be eligible for receipt of Final Payment until all lien releases have been submitted and verified.

## 5. THE PROJECT

### 5.01 SYSTEM REQUIREMENTS

The proposed system must support the following parking operational technologies and services:

1. Entry Terminals with the capability of processing tickets, barcode/QR codes, Credit Cards, and proximity cards. See item **19** below for event parking related requirements.
2. Stand-alone Proximity Card Readers as specified for each project.
3. Pay-on-Foot (“POF”) Stations, Cash and Credit Card with bill note recycler.
4. POF Stations, Credit Card Only.
5. Pay in Lane (“PIL”) Stations, Cash, Credit Card, Barcode/QR reader with bill note recycler.
6. PIL Stations, Credit Card Only.
7. Parking Gates with ability to alert tailgating violators
8. Loops and Detectors
9. Validation Devices
10. Web-based Validation System
11. Prepaid System Integration
12. Servers and Software
13. Intercom System (UMOJO or STENOFON)
  - a. Ability to utilize existing Commend intercom system at discretion of Owner
14. In-Lane Camera System with ability to connect to UMOJO remote monitoring back end
15. An integration with UMOJO’s Remote Monitoring backend system that allows agents to push rates, validations, view card history / activity, view device activity and complete LPR lookups (if applicable)
16. Vehicle count system (connected to existing count signs, or make alternate recommendations to upgrade existing signage while keeping the existing sign structure)
17. Miscellaneous devices to assure the provision of a fully functional PARCS
18. Integration with IntegraPark’s PARIS monthly billing system
  - a. PARIS is hosted on site locally in the LEXPARK operations office
19. A pay in advance event parking solution (where applicable) that accepts cash, credit card and prepaid bar-coded/QR-coded passes.
20. Ability to manage all facilities from a single head-in system that allows for consolidated controls and reporting. All reports must have the ability to separate data for each individual site. Owner also desires the ability to provide preferential parking and/rates at select facilities to its users. This should be a seamless solution that can be managed through the FMC. Lanier and Owner desires recommendation on how proposers’ systems will offer this feature.
21. EMV CHIP ONLY credit card readers. (with ability to upgrade to non-insert (NFC) readers)
22. System and Software must meet the minimum standards of PCI
23. Ability to integrate a License Plate Recognition (LPR) system with monthly and transient parkers.
24. Interface with up to three selected parking reservation systems.

No part of the currently installed system may be reused in the implementation of the proposed system. This includes, gates, loops, ticket dispensing devices, ticket and card readers, computers, software, etc. This project is intended to be a completely new system. An exception is allowed for the fiberoptic communication pathways that connect the garages to the LEXPARK operations office.

## **5.02 LICENSE PLATE RECOGNITION (LPR)**

As an option at applicable facilities, proposer should present the cost for adding an LPR feature to the entry and exit lanes of the Facility. Upon entry to the facility, the LPR cameras will capture the license plate of the vehicle as they approach the barrier gate, so long as the lane configuration allows.

Transient parkers will pull a ticket from the TD with their license plate printed on the ticket. From that point, the ticket is tied to the vehicle and the ticket should not be transferrable. Should the patron pay for their parking at a POF, the LPR system will recognize the ticket/license plate as paid. As the patron approaches the exit lane, the LPR camera will capture the license plate of the vehicle and the barrier gate will vend so long as there is no additional parking fee owed. This should also include any validated ticket. The LPR system should also recognize tickets/license plates that have paid or validated parking through a third-party aggregator interfaced with the PARCS.

## **5.03 ADDITIONAL SPECIFICATIONS**

### **5.03.1 TICKET DISPENSER / ENTRY VERIFIER**

Contractor shall supply a Ticket Dispenser in the quantities specified that meets or exceeds the following functional and performance requirements:

- Shall normally operate as a real time device that is network connected
- Shall be equipped with a locking mechanism with the capability of being re-keyed to protect against tampering
- Shall emit an audible message whenever a ticket is issued to alert patron that a ticket has been issued. Once the ticket has been removed, a pulse shall be sent to open the parking gate.
- In the event of a communications failure, the device shall continue to function in an off-line mode and shall buffer a minimum of 2,000 transactions. Buffered data shall automatically forward to the Central Computer System upon restoration of communication.
- Shall contain a ticket issue "Push Button" sign or button or touchless alternative.
- Shall have an electronic display as an integral part of the design
- Shall utilize a password protected programming mode for uploading field programmable operation parameters
- Shall have a low-ticket indicator
- Shall display current time and date during ticket issue on LCD digital display
- Shall include mounting area for proximity access readers
- Shall have customizable voice announcement capabilities
- Shall operate in all exterior weather conditions within the Lexington, KY area
- Include a VOIP to communicate to Lanier's Remote Monitoring Center.
- A barcode reader with the ability to accept 2D barcodes and QR-codes

### **5.03.2 PARKING GATE**

Vendor shall supply a Parking Gate in the quantities specified that meets or exceeds the following functional and performance requirements:

- Shall contain an extra sensory feature to ensure that the gate arm reverses direction and returns to the UP position if it strikes an object during descent.
- Shall contain an Auto Stop feature to ensure the parking gate immediately stops its downward travel cycle if the gate closing loop detector senses the presence of a vehicle.
- Shall have a maximum cycle time for the parking gate that does not exceed 1.5 seconds.
- Shall contain a convenience receptacle
- Shall normally operate as a real time device that is network connected to the host server
- Shall be equipped with a locking mechanism with the capability of being re-keyed to protect against tampering
- Shall contain built-in non re-settable counter(s)
- Shall operate in all exterior weather conditions within the Lexington, KY area

### **5.03.3 PAY-ON-FOOT STATION (POF) CASH & CREDIT CARD**

For Credit Card only Pay-on-foot Station, Contractor would eliminate all references to cash. Vendor shall supply Pay-on-Foot Stations in the quantities specified that meets or exceeds the following functional and performance requirements:

- Shall be able to process a minimum of ten variable parking rates and a minimum of 15 flat parking rates.
- Shall be able to discount tickets, used with transient parking, for a minimum of 200 discretely identified tenants.
- Shall be able to accept \$1, \$5, \$10 and \$20 bills
- Shall accept new bills issued by U.S. Government without additional charge
- Shall be able to disperse change in bills/notes through a bill/note recycler
- Shall be able equipped with a thermal receipt printer
- Shall contain a display panel that will support two user-selected languages that can be selected by the patron for their transaction.
- Shall be able to generate detailed financial and operational reports (i.e., Total Income, Vault Totals, Credit Card transactions, Validation transactions, Length of Stay Report, etc.).
- Shall contain an alarm for abnormal conditions including Unauthorized Door Access, etc.
- Shall contain an EMV Credit Card Payment System (accepts Visa, MasterCard, Discover, and American Express).
- Shall be equipped with a high security, three-point locking mechanism for exterior doors and currency/coin systems shall be equipped with a double locking mechanism. All access locks shall be capable of being re-keyed to protect against tampering.
- Shall be contained within a housing of high-quality steel construction that is designed to prevent unauthorized access and/or vandalism.

- Shall be designed to separate the money handling and service sides of the device to enhance overall security control or key system that allows for separation.
- Shall normally operate as a real time device that is network connected to the host server.
- Shall operate as a stand-alone device that fully performs all fee computing, ticket reading and processing capabilities when connection to the network is interrupted.
- Shall have a remote alarm monitoring system that automatically alerts the server whenever the door or cabinet is open.
- Shall have an electronic display as an integral part of the design
- Shall utilize a password protected programming mode for uploading field programmable operation parameters
- Shall display current time and date during ticket issue on LCD digital display
- Shall contain a receipt printer for dispensing customer receipts
- Shall operate in all exterior weather conditions within the Lexington, KY area
- Shall be ADA-compliant
- Each POF shall be provided with one additional bank note vault of each type, and one additional bank note escrow system
- Shall be capable of displaying debit card balances and have the ability to reload the debit card at applicable locations.
- Shall be capable of delivering both visual and recorded voice messaging in both English and Spanish at the option of the patron.
- Include a VOIP Intercom to communicate to Lanier's Remote Monitoring Center.

#### **5.03.4 PAY-IN-LANE STATION (PIL) CASH & CREDIT CARD**

Vendor shall supply a Pay in Lane (PIL) in the quantities specified that meet all of the standards of a POF station in addition to meeting or exceeding the following functional and performance requirements:

- Shall accept validated tickets and send a vend signal to barrier gate if ticket presentation is within the programmed "grace time" for exit after payment.
- Shall automatically void tickets after use
- Shall be capable of controlling lane equipment such as one or more barrier gates
- Shall accept and process additional exit methods such as credit cards and barcode/QR codes. The Exit Verifier shall be capable of reading patron's credit cards as an alternative to magnetic ticket if the Credit Card was presented.
- For Credit Card only Pay-on-foot Station, Contractor would eliminate all references to cash.

#### **5.03.5 MERCHANT VALIDATION DEVICE**

Contractor shall supply a Validation Device that meets or exceeds the following functional and performance requirements:

- Shall operate normally as an off-line device.
- Shall be fully portable, but shall be tethered to a fixed counter, etc.

- Shall encode validations in machine-readable format on the customer's ticket.
- Shall print specific validation information, in human readable format, to allow the proper validation to be applied in the event the patron's parking ticket becomes unreadable by the machine.

#### **5.03.6 WEB VALIDATION**

Contractor shall supply option for Owner to implement an online validation program to allow merchants to validate using an online portal through a secure, trackable, and fully controllable interface platform that provides owner the ability to manage all validation accounts and system access for the operation.

#### **5.03.7 GARAGE SPACE COUNT SIGNS**

Integration with existing space count signs located at the entrances to each of the facilities. (Or propose alternate)

#### **5.03.8 PROXIMITY CARD READER**

Vendor shall supply Proximity Card Readers that is compatible with the existing access cards in use and that has multiple level codes and time zone capability. (is compatible with current necessary & or customary? Could we be limiting ourselves?)

##### **5.03.8.1 HANDS FREE PROX CARD ALTERNATIVE SOLUTION**

Vendors shall propose a "hands free" access solution in lieu of a traditional proximity card read. Propose your recommended solution and provide an explanation of why you believe your solution is the best solution.

#### **5.03.9 INTERLOCK FEATURE**

The parking revenue and access control system shall include an interlock feature for each entry or exit lane that processes more than one type of transaction (i.e., transient and monthly parking). The interlock feature shall restrict the processing of two different transaction types related to one vehicle. For example, if a monthly parker approaches an entry lane and uses a valid proximity card to activate the parking gate, the ticket dispenser shall be "locked out" from issuing a ticket until the parking gate resets to process the next entering vehicle.

#### **5.03.10 EVENT PARKING**

For select properties, Owner seeks an integrated event parking solution that will allow for acceptance of Cash, Credit Card and pre-paid bar-coded or QR coded passes. After payment is made, a unique bar-coded ticket will be issued to the customer. The customer will have the ability to scan the barcode at the exit to verify payment and vend the exit gate. Each bar-coded ticket may only be used one time. System should allow Lanier (or other operator) the ability to segment attendants to verify cash and credit cards accepted.

### 5.03.11 SOFTWARE FEATURES

Vendor shall provide a fully integrated software package for use in monitoring system operations and for generating required reports for transient (daily), monthly (contract), and validated parking. Vendor shall install software updates for the parking revenue and access control system server, lane equipment and facility management software upon release of revisions to the installed software products, without charge, for not less than five (5) years. Vendor's software package shall be fully integrated with Umojo's Hosted Lync Remote Monitoring System through API interface. Vendor will be disqualified if this integration is not available.

The software package shall include modules for on-line, real time monitoring of:

- Overall parking space inventory in each facility
- Transient parking occupancy in each facility
- Monthly parking occupancy in each facility
- Operating status of each component of the parking revenue and access control system in each facility
- The software package shall include report-generating modules for on-line real time reporting of:
  - Transient parking entry activity
  - Monthly parking entry activity
  - Transient parking exit activity
  - Monthly parking exit activity
  - Validated parking activity by merchant account per day
  - Illegal exits from the facility via exit lanes
  - Illegal exits from the facility via entry lanes
  - Hourly occupancy of the facility
  - Peak occupancy of the facility
  - Cashier shift transactional and revenue data
  - Daily facility transactional and revenue data
  - Monthly facility transactional and revenue data
  - Transient exits per lane per shift
  - Transactional data by day and time
  - Special Event related activity
- All counters providing data from the lanes shall operate even if the gate is raised and turned off or if a power loss occurs.
- There shall be a counter that counts the vend signal to the exit gate for each device capable of issuing vend signal to the gate. There shall be a counter that counts each vehicle exit over the gate-closing loop. There shall be a report that shows each of these counts by device and exit loop and a facility summary report that summarizes these counts by device type for all such devices and counts in the facility.
- Displays all transactions on screen, automatically transfers data from host computer to a central management office.



- Stores transaction data to host computer hard drive and has capability of storing data in another medium for permanent records.
- Management selectable report parameters allows flexible and customized report generation, i.e., utilization, occupancy, revenue, validation, activity, etc.
- Allows management to pull relevant information (i.e. utilization, occupancy, revenue, validation, activity, etc.) from a single source for all facilities. Also allows management to separate by facilities and lane.
- Allows multiple facility site profiles to be set up and stored.
- Provides consolidated audit and statistical reports at a centralized station or cloud environment that includes general totals, activity counters, individual lane totals, attendant totals, cancelled transaction reports, validation reports, etc.
- Under no circumstances shall the stored raw transaction detail, summarized report audit data or non-resettable audit numbers generated by the parking devices be available for editing using the system application program.
- Provide automatic and manual control of gates, full signs, reversing lane switchovers, and other devices.
- Shall provide a conversion utility program to export all created reports.
- Display real-time lane activity as it occurs.
- Users shall be able to filter alarm messages, program controls, automatically reverse lanes, and open or close lanes at a pre-programmed time of day using the switch-time schedule.
- Password-secured access rights to software functions based on defined system users and their operational needs. All password security shall have a corresponding record file, and shall create an audit trail of each user's access and use of the software system.
- The Differential counts option shall display total facility counts, contract counts, and any other differential counts. Capable of continuous display of either space occupied or space available, total in-count, and total out-count. The counting system shall be able to distinguish at least four types of cardholders and deny access when pre-established limits are reached.
- Easy mode selection for "Lot Full" control switch and "Lot Full" indicator either automatically or manually operated.
- Automatically stop entry station from issuing tickets and illuminate the "Lot Full" sign (LFS).
- Automatically monitors vehicle traffic from multiple entrances and exits. The Counts Entrances option shall allow the user to view the non-reset counts for all entrance lanes. The Counts Exits option shall allow the user to view the exit lane counts.

### **5.03.12 LOOPS AND DETECTORS**

- Vendor shall supply loops and detectors that meet or exceed all the functional and performance requirements necessary for the full and complete operation of the parking revenue and access control system and all of its hardware and software components.

### **5.03.13 INTERCOM & IP CAMERAS**

Owner currently utilizes a Commend intercom system that is interfaced with remote off-site call center capabilities. Vendor shall provide pricing for interfacing with existing system and/or the purchase and installation of a new system that is capable of full integration with VOIP capabilities.

### **5.03.14 VOICE ANNOUNCEMENT KITS**

All ticket dispensers, POF Stations and exit verifier devices shall be equipped with a voice announcement kit capable of user defined announcements or instructions.

### **5.03.15 COUNT SYSTEM WITH SIGNAGE INTEGRATION**

The FMS must include an integrated count control system that includes Counts Configuration, Counts Monitor, Group Control, and Group Counts Monitor. The Counts Control System counts the number of vehicles that enter and exit the. Count status messages are sent to the FMS through the integrated lane controller component. Counts of different patron types should be displayed on the Counts Monitor screens as well as counts signs (5.03.6) at the entrance/exit to the facility including Total Counts, Monthly Counts and Transient Counts. Counts configuration includes the ability to control (enable/disable) transient and/or monthly vends and the settings of two full sign outputs (Control Out 1 and Control Out 2) on a facility -by-facility basis. The lot enable/disable thresholds should be user configurable, with built-in hysteresis. In the Counts Monitor, when the counts reach the configured threshold, the FULL sign indicator may be activated automatically or manually through the management software.

The count system configuration must be fully user programmable. Under no circumstances will the operator be required to procure new software or firmware should a change be desired to the lot configuration. After setting up the security protocol and adding devices to the system, the Count Configuration system is setup. Adding devices and relating those devices to a particular lot or sub-lot should be available to the operator.

A facility Count System Configuration window must be provided that permits specifying gates, lanes, lots and facilities in the system, as well as defining total counts by type and whether those types are enabled or disabled. Thresholds for each type of count should be defined in the Configuration window as well.

A facility Count System Monitor window must provide real-time viewing of additional very specific count information by lot, lane, and device. The operator may select any device, lane or facility and have the corresponding data shown on the screen.

### **5.03.16 DATA HOSTING OPTION**

LF CPA is very interested in a "data hosting" option. Vendors should provide details of their capacity to host data, including security and backup provisions for the data. Any cost associated with data hosting shall be provided separately and include all up front and reoccurring expense to LF CPA.

### **5.03.17 APPLICATION PROGRAMING INTERFACE (API)**

LFCPA strives to be at the forefront of the everchanging parking industry. Open-API PARCS are becoming more prevalent and are paving the way to harnessing and utilizing the various data points that pertain to the garage operations. In addition to this valuable data, LFCPA is interested in the ability for the PARCS to grow and change in the future with new ideas and features that could incorporate equipment or technology outside of the PARCS. Vendor is asked to explain their API strategy and process as well as provide examples of current and long-term integration solutions and goals that could subsequently add value to the LFCPA.

### **5.03.18 COVID-19 RESPONSE RELATED PARCS ENHANCEMENTS**

LFCPA requests the vendor to include examples of their PARCS enhancements or changes to help prevent the spread viral outbreaks as it relates to hands free or touchless technology that the vendor has implemented. Examples include, but are not limited to, touchless ticket issuance, contactless payment options, etc.

### **5.03.19 FUTURE CAPABILITIES**

LFCPA requires that the vendor include a brief assessment from the vendor's perspective of where they envision LEXPARK in 3-5 years if chosen to be the PARCS vendor. Please also describe how the PARCS and deliverables will aid in the growth and achievements in the 3-5 year future.

***See Exhibit A for a detailed breakdown of Components at Each Site.***

# EXHIBIT A – PARKING FACILITIES

## A.1 VICTORIAN SQUARE GARAGE

350 West Short Street, Lexington, KY – Located at the corner of Broadway & Short Street

The Victorian Square Garage contains approximately 380 parking spaces. The garage serves both monthly and daily parking patrons, with significant traffic from special events in the area. This facility processes a large amount of validations from surrounding businesses.

The garage has six (6) lanes, three (3) entrances, and three (3) exits:

- **SHORT STREET – NESTED AREA**
  - 1 Entrance Lane (V1): LPR, Prox Card, Intercom, Gate, Loops
  - 1 Exit Lane (V2): LPR, Prox Card, Intercom, Gate, Loops
  
- **SHORT STREET – MAIN PLAZA**
  - 1 Entrance Lane (V3): LPR, Prox Card, Ticket Dispenser, CC, QR-Reader Intercom, Gate, Loops
  - 1 Reversible Lane (V4/V5):
    - Entry (V4): LPR, Prox Card, Ticket Dispenser, CC, QR-Reader Intercom, Gate, Loops
    - Exit (V5): LPR, Prox Card, Exit Verifier/CC PIL, QR-Reader Intercom, Gate, Loops
  - 1 Exit Lane (V6): LPR, Prox Card, Exit Verifier/CC PIL, QR-Reader Intercom, Gate, Loops

The Victorian Square Garage will require four (4) POF devices. Of which, three (3) POFs must include the ability for customers to pay with cash, credit, and accept validations – “Full Service”. One (1) POF will be credit card only and accept validations – “Credit Card Only”.

- **LEVEL THREE – INSIDE GLASS ENCLOSED ELEVATOR LOBBY**
  - 1 Full Service POF
  - 1 Credit Card Only POF
  
- **LEVEL ONE – INSIDE GLASS ENCLOSED ELEVATOR LOBBY**
  - 1 Full Service POF
  
- **STREET LEVEL – WEST STAIRWELL NEAR STAIRWELL LANDING ON EXISTING CURBING**
  - 1 Full Service POF

Head-end equipment will be located in the LEXPARK office access directly from the basement of the Victorian Square Garage.

The system shall relay real-time space count availability information to an existing exterior space count sign located above the Short Street entry. Floor by floor counts are not required.

## **A.2 COURTHOUSE GARAGE**

105 Barr Street Lexington, KY

The Courthouse Garage contains approximately 460 above-ground parking spaces. Please note that this garage has a separate basement parking area that is not included in the scope of this RFP. The garage serves both monthly and daily parking patrons with occasional event parking. This garage hosts a large number of jurors during specific days of the month requiring the need to accommodate a mass egress of transient parkers utilizing validations.

- **SHORT STREET – MAIN PLAZA**
  - 1 Entrance Lane (CH1): LPR, Prox Card, Ticket Dispenser, CC, QR-Reader Intercom, Gate, Loops
  - 2 Exit Lanes (CH1/CH3): LPR, Prox Card, Exit Verifier/CC PIL, QR-Reader Intercom, Gate, Loops

The Courthouse Garage will require three (3) POF devices. Of which, two (2) POFs must include the ability for customers to pay with cash, credit, and accept validations – “Full Service”. One (1) POF will be credit card only and accept validations – “Credit Card Only”.

- **LEVEL ONE – ELEVATOR**
  - 1 Full Service POF
  - 1 Credit Card Only POF
  
- **LEVEL ONE – PULL OVER SPOTS ADJACENT TO EXIT LANE (SPOTS DESIGNATED FOR POF USE)**
  - 1 Full Service POF

Head-end equipment will be located in the electrical panel room located on Level One.

The system shall relay real-time space count availability information to an existing exterior space count sign located above the Short Street entry. Floor by floor counts are not required.

### **A.3 HELIX GARAGE**

150/160 West Main Street Lexington, KY

The Helix Garage contains approximately 380 parking spaces. The garage serves both monthly and daily parking patrons with occasional event parking. This garage hosts a large amount of transient visitors of which some are validated. This facility also parks many law-enforcement vehicles.

- **MAIN STREET – MAIN PLAZA**
  - 1 Entrance Lane (H1): LPR, Prox Card, Ticket Dispenser, CC, QR-Reader Intercom, Gate, Loops
  - 1 Exit Lane (H2): LPR, Prox Card, Exit Verifier/**Full Service** PIL, QR-Reader Intercom, Gate, Loops
  
- **WATER STREET – ALLEYWAY**
  - 2 Exit Lanes (H3/H4): LPR, Prox Card, Exit Verifier/**Full Service** PIL, QR-Reader Intercom, Gate, Loops
  
- **MLK AVENUE**
  - 1 Entrance Lane (H1): LPR, Prox Card, Ticket Dispenser, CC, QR-Reader Intercom, Gate, Loops

The Helix Garage will require two (2) POF devices. Of which, must include the ability for customers to pay with cash, credit, and accept validations – “Full Service”.

- **LEVEL TWO – ENTRANCE TO 2<sup>ND</sup> FLOOR COUNTY CLERK OFFICES**
  - 1 Full Service POF
  
- **LEVEL ONE – ELEVATOR LOBBY**
  - 1 Full Service POF

Head-end equipment will be located in the electrical panel room.

The system shall relay real-time space count availability information to an existing exterior space count signs located above the Main Street entry and MLK Boulevard Entry. Floor by floor counts are not required.

# Proposal Form - Form #1

To: Lexington & Fayette County Parking Authority

From: \_\_\_\_\_ Contractor Name

\_\_\_\_\_ Contractor Address

\_\_\_\_\_ City, State, Postal Code

\_\_\_\_\_ Phone Number

\_\_\_\_\_ Email Address

\_\_\_\_\_ UBI #

\_\_\_\_\_ Federal Tax ID #

## 1. Response:

In response to the LPA's Request for Proposal, we offer the following:

- A. Proposal Form – **Form 1**
- B. Company Information – Complete **Form 2**
- C. Client References - Complete tables in **Form 3**
- D. Boilerplate forms as required elsewhere in this RFP document:

## 2. Exceptions:

Except as noted below, the undersigned hereby agrees to comply with all the terms and conditions put forth in the LPA's Request for Proposal.

Signature: \_\_\_\_\_

## Company Information - Form #2

Company Name: \_\_\_\_\_

Home Office Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Name, Title, Address, Telephone Number and Email Address of the person to be contacted concerning the proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Applicable, Name of Parent Company:

\_\_\_\_\_

Home Office Address, Telephone Number and Website Address of Parent Company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the parent company's relationship with the Contractor:

If applicable, does the person signing the proposal have the authority to sign on behalf of the Contractor?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Names of companies that will share significant and substantive responsibilities with the Contractor in performing the scope of services under the Contract:

Attach to this form, and label appropriately, documentation showing that the Contractor is duly organized and validly existing as a corporation or partnership in good standing, and licensed to do business in the state of Kentucky. If the Contractor is not licensed to do business in the state of Kentucky, then the Contractor must provide a sworn statement that it will take all necessary actions to become so licensed if selected as the selected Contractor.



## Municipal Client References (PARCS) - Form #3

### Garage Client Reference #1

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Scope Provided	
Services Provided Similar to the LPA's Scope?	<input type="checkbox"/> Yes – Explain similarities: <input type="checkbox"/> No

### Garage Client Reference #2

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Scope Provided	
Services Provided Similar to the LPA's Scope?	<input type="checkbox"/> Yes – Explain similarities: <input type="checkbox"/> No

### Garage Reference #3

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Scope Provided	
Services Provided Similar to the LPA's Scope?	<input type="checkbox"/> Yes – Explain similarities: <input type="checkbox"/> No