

**The Philadelphia Parking Authority  
701 Market Street, Suite 5400  
Philadelphia, PA 19106**

**Request for Information No. 16-36  
Single Space Electronic Parking Meters**

**Introduction:**

The Philadelphia Parking Authority is requesting information regarding your company and your product/service concerning single space electronic parking meters. The Authority will also gather information from different companies concerning this technology. The RFI method is not intended to result in a contract award but is designed to allow for the collection of industry information that may be used to assist the Authority in developing a subsequent Request for Proposal. The information received becomes the property of the Authority and is subject to Pennsylvania's Right to Know Law (65 P.S. §§67.101–67.3104).

**Background Information:**

The Philadelphia Parking Authority is looking to possibly upgrade the currently installed "Duncan Eagle 2000 digital mechanisms." The majority of these parking meters are located in the outlying business corridors. By outlying areas, we mean all business corridors outside of the Center City and University City boundaries.

Currently, we have in place approximately 1,081 multi-space meters (kiosks) within the Center City and University City corridor, and approximately 2,211 single space meters. Additionally, we have approximately 6,775 single space meters installed in the outlying commercial / business communities.

Meter rates vary depending on the location and business demographics. For example, in the entire outlying area, the meter rates are currently fixed at \$1.00 an hour. In Center City, the rates are \$3.00 an hour in what we define as the core; (high volume business and entertainment district), and \$2.50 an hour in what we define as the outer fringe areas of the center city corridor and University City.

**Scope:**

The Philadelphia Parking Authority is issuing a Request for Information (RFI) for single space electronic parking meters and smart parking meters. Fundamental to the functionality of the smart meter is the capability of the system to have the following:

- Credit card and coin enabled
- Will retro-fit into current stand-alone parking meter – model 80 housings
- Solar powered
- Access to real-time data
- Comprehensive web-based management system
- Capability to block payments during non-regulated hours, holidays, and promotional parking
- Data Requirements
- Respondents must provide evidence of information security and compliance services companies qualification  
**(TAB D):**
  - PCI-DSS, PA-DSS, PTS-POI approved
  - Please describe any certifications received by the Payment Card Industry Security Standards Council

(PCI-SSC). Is the software used in the processing of Card Data PA-DSS Certified? Is your organization PCI-DSS Certified? In both cases, if this is not applicable for some reason, please explain.

- Please describe the type of encryption certification(s) acquired for the card readers.
- Please provide detailed information regarding your company's handling of a breach. What services will you provide for forensic investigation of your device and incident response in the event that your device is successfully breached?

## Registration:

Interested parties are required to register for participation in the RFI by emailing Mary Wheeler at [mwheeler@philapark.org](mailto:mwheeler@philapark.org) prior to downloading the documents. Registration shall include contact name, firm name, email address, telephone number and firm address. Only those firms who are registered will receive addenda that are issued.

**The Philadelphia Parking Authority anticipates the following schedule for review of the responses:**

Activity	Date
Opportunity Posted	Friday, January 6, 2017
Question Deadline	Friday, January 20, 2017 at 1:00 PM
Response Submission Deadline	Friday, February 3, 2017 at 1:00 PM

All proposals must be presented with one (1) original and six (6) copies, individually numbered, and an electronic version consisting of one PDF file no later than **1:00 PM (EST) on Friday, February 3, 2017** to the address below:

The Philadelphia Parking Authority  
701 Market Street, Suite 5400  
Philadelphia, Pa 19106  
Attn: Mary Wheeler  
Manager of Contract Administration

The Authority may request additional information, clarification or presentations from any of the vendors who submit a response to the RFI after the initial review is complete. The Authority may also request to test the equipment proposed at this time.

## Questions Regarding this RFI:

Questions regarding this RFI are to be submitted by email only to Mary Wheeler at [mwheeler@philapark.org](mailto:mwheeler@philapark.org). Questions must be submitted no later than **1:00 PM (EST) on Friday January 20, 2017**. All questions received by this date and time will be answered appropriately. **The subject title of such emails should read, "RFI No. 16-36 – Single Space Electronic Parking Meters - Company Name."** Questions emailed by respondents, and any additional information that the Authority provides in response to such questions will be emailed in addendum form to all of registered respondents. Such distribution will also include posting on the Authority's website.

## Response Content:

Responses are to follow the tabbed format below:

### **A. Cover Letter**

Please include a signed cover letter of no more than one page indicating the name, title, location, telephone number, and email address of the party responsible for responding to this RFI.

**B. *Qualifications of the Vendor***

1. Provide a brief overview of company.
2. All vendors must provide documentation of their stability and ability to support the Scope as requested in the RFI.
  - Documentation of longevity in the business
  - Documentation of financial stability
  - Records of satisfactory performance
  - Effective and efficient methods to respond to faults and failures within the system
  - Availability of a Project Team committed to the assignment
  - Proven ability to provide the type of technology for a company this size
  - Proven records of performance and completion schedules
  - Interest and knowledge in new technology conducive to this RFI
  - Training modules with varying levels of instruction

**C. *Proposed Solution***

1. Detail a smart meter option to include available options, training, necessary equipment and approximate associated cost (include transaction fee).
2. Detail an electronic option to include available options, training, necessary equipment and approximate associated cost (include transaction fee).

**D. *Information Security and Compliance Services Companies Qualifications***

**E. *Additional Information***

Any additional information not specifically requested, but which the respondent deems important and relevant may also be submitted.

**F. *Experience***

Discuss your relevant experience within the public sector the over the past five years. Also, identify locations where your proposed solution is currently in use. Provide contact names, email addresses, mailing addresses, and phone numbers of three references. These references should include customers who are using similar products as are requested in this RFI. The Authority reserves the right to request additional reference information after responses are received if necessary.

**G. *Request for Information Form***

Complete and attach the request for information form included in the RFI document.

## Philadelphia Parking Authority Policies and Reservation of Rights

- Joint responses will not be accepted.
- The cost for developing a response to the RFI is entirely the obligation of the proposer and shall not be charged in any manner to the Authority.
- Oral communications from the Authority personnel or other persons shall not be binding and shall in no way materially modify the provisions of the RFI.
- While documents exchanged by or with the Authority or its agents during this process may be protected from public release by certain terms of Pennsylvania's Right to Know Law (65 P.S. §§67.101–67.3104), Pennsylvania's Procurement Code, or other laws, all proposers in the instant process are advised to review such disclosure issues. Any proprietary information shall be marked as proprietary on each relevant page of the response.
- The Authority encourages submissions by minority, woman, and disabled owned firms ("MWDBE"). The Authority requires that any firm selected to participate in this process not to discriminate nor permit discrimination against any person because of race, color, religion, national origin, or sexual orientation. In the event of such discrimination, the Authority reserves the right to not consider the vendors response to this request for information.

**The Philadelphia Parking Authority  
Request for Information Form  
Single Space Electronic Parking Meters  
(Additional Pages may be attached as needed)**

<b>Question:</b>	<b>Response:</b>
Company Name:	
Company Address:	
Company Web Page	
Main Product/Service	
Main Market/Customers	
Ownership Structure with ownership status in percentage	
Structure of mother corporation, joint ventures, subsidiaries, partnerships, or other relevant relations	
Number of years on the market	
Company location(s)	
Environmental Management System(s)	
Quality Management System(s)	
Describe your business Continuity Management	
Total Number of Employees:	
Production	
R&D	
Marketing & Sales	
Quality Department	
Financial Information:	
Last Year turnover	
Last Year Gross Margin	
Last Year Profit	
Stock Markets where your company is listed	
Anticipated Capacity conditions within 12 months	
Conditions in the RFI that cannot be met	
Location available for delivery, if not worldwide	
Availability of spare parts and support worldwide	

