

**Minneapolis Park and Recreation Board  
Customer Service Department  
2019 Parking Meter Services RFP  
Question Responses  
August 20, 2019**

1. Does the MPRB have a map of the metered parking locations, and if so where is this map located?

**The MPRB has created a GIS Web Application, 'MPRB Parking Locations'. The map layers that pertain to this RFP are: 'Metered Parking Locations' and 'Regional Pay Parking Lots'. The layers on the map indicate the locations but not the number of pay stations or coin meters in each location. Rates, numbers of spaces, and hours of operation are listed in the pop up for location attributes. A link to the map is below:**

**<https://minneapolisparcs.maps.arcgis.com/apps/webappviewer/index.html?id=701b549d9308482eac18ced773e5dfce>**

2. Does the MPRB anticipate replacement of the current Cale brand meter system during the term of this RFP's contract, if awarded?

**Some replacements will occur due to end of service life. 14 of 55 active Cale meters are nearing end of life and planned for replacement from 2021 to 2023. These are primarily on-street meters. It is unknown whether the current parking meter vendor will change. The current contract with Cale America, Inc. is in effect through 9/30/2020, with two (2) 1-year extensions available.**

3. Can a copy of the current contract or at minimum, a sample contract for the operation be provided, including liquidated damages, if applicable?

**The MPRB standard 'Professional Services Agreement' (PSA) template has been attached to the MPRB website in the same location as this document. Standard terms and conditions are defined in this document. The current contract as approved by the MPRB Board of Commissioners may be obtained through a public data request at the link below:**

**[https://www.minneapolisparcs.org/about\\_us/leadership\\_and\\_structure/public\\_data/](https://www.minneapolisparcs.org/about_us/leadership_and_structure/public_data/)**

4. Will there be vehicle/s provided for collection/maintenance by MPRB?

**The contractor is expected to provide transportation for the required duties and include any applicable costs as part of the 'Per active meter per month' flat fee billed to the MPRB.**

5. If vehicles provided, is cost of fuel, maintenance and insurance provided by MPRB?

**The cost of fuel, maintenance, and insurance is expected to be accounted for by the contractor in the 'Per active meter per month' flat fee billed to the MPRB.**

6. Does the MPRB own all meter parts and inventory associated with the operation?

**Yes, the MPRB owns all parking meters (multi space and single space coin). Currently the MPRB maintains an inventory of parts stored in two locations: MPRB administrative office space and contractor offices.**

7. What is the split of payments by cash/coin vs. credit card vs. mobile app

**This information is for August 2019 as a recent transition to 'Pay by License Plate' was made in all pay parking lots (complete as of 7/31/2019). Prior to this, mobile app payments were not available in all locations. A summary of the percentage breakdown of revenue by location is given below:**

Percentage Allocation	Payment Method			
Location Type	Card	Coin	Mobile	Grand Total
+ Off_Street	79%	4%	18%	100%
+ On_Street	68%	6%	26%	100%
<b>Grand Total</b>	<b>76%</b>	<b>4%</b>	<b>19%</b>	<b>100%</b>

8. Is there any office/storage space provided to Operator by MPRB? If so, where is it located.

**The contractor is expected to provide the necessary office space to facilitate inventory, bookkeeping, cash collections/counting, and other required duties. The MPRB does not provide facilities and expects this cost to be built into the proposed fee structure.**

9. Will the maintenance equipment for the 3 different versions of Cale be provided by MPRB?

**Tools and shop supplies are expected to be provided by the contractor, but replacement meter parts will be provided by MPRB (ordered from Cale [Flowbird] – meters are in a warranty program). Consumables such as batteries and chargers can purchased by the contractor and invoiced to the MPRB on a monthly basis or provided by the MPRB. The MPRB provides pay station receipt paper.**

10. Can you detail the current collection/deposit process? Does the coin/cash box remain secure until it reached the bank?

**A technician collects the coin unit from the Cale pay station using a lower door key and then a vault door key. An empty canister is then replaced. The vault is then delivered to the contractors count room and secured. A different individual opens the canister, performs the count, and records the amount. That individual then resets the canister and it is returned to service. Once the count is performed, the monies are aggregated for multiple meter collections and transported to the bank (Wells Fargo) by the contractor, depositing the monies under the assigned MPRB account number.**

- **The collection technician does not have keys to the removable vault.**
- **The count technician does not have keys to the parking meters.**
- **The Cale Web Office stores an electronic audit record which the MPRB compares with deposit record amounts (by deposit line item, per meter) at end of month.**

11. Is this service currently outsourced to a 3<sup>rd</sup> party vendor? If so, who is the vendor?

**Yes, this service is currently outsourced. The current contract as approved by the MPRB Board of Commissioners may be obtained through a public data request at the link below:**

[https://www.minneapolisparks.org/about\\_us/leadership\\_and\\_structure/public\\_data/](https://www.minneapolisparks.org/about_us/leadership_and_structure/public_data/)