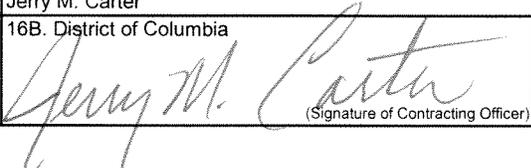


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 of 181	
2. Amendment/Modification Number Amendment No. 5		3. Effective Date See Block 16c	4. Requisition/Purchase Request No.		5. Solicitation Caption: Asset Management Services for Parking Meter Assets
6. Issued By: Department of Transportation Office of Contracting and Procurement 55 M Street S.E. 7th Floor Washington, D.C. 20003			7. Administered By (If other than line 6) Procurement Support Branch 2000 14th Street, N.W. 3rd Floor Bid Room Washington, D.C. 20009		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			<input checked="" type="checkbox"/> 9A. Amendment of Solicitation No. DCKA-2012-R-0018	<input type="checkbox"/> 9B. Dated (See Item 11) 11/21/2011	
			<input type="checkbox"/> 10A. Modification of Contract/Order No.	<input type="checkbox"/> 10B. Dated (See Item 13)	
Code	Facility				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to: (Specify Authority) The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.					
C. This supplemental agreement is entered into pursuant to authority of:					
D. Other (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) <i>This amendment is issued to:</i> 1. Extend date for receipt of proposals. All proposals must be submitted by 2:00PM on January 23, 2012. 2. Provide responses to questions from prospective offerors (24 pages) 3. Delete previous solicitation in its entirety and REPLACE with attached solicitation (157 pages) 4. Provide following Attachments not attached to solicitation: J.2.4- Option 1 - Price Workbook with System Refresh (excel workbook) J.2.5 - Option 2 - Price Workbook with no System Refresh (excel workbook) J.2.8 - Spare and Shop Inventory (excel document) J.2.9 - Sign Specifications (Powerpoint presentation)					
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer Jerry M. Carter		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia		16C. Date Signed
(Signature of person authorized to sign)			(Signature of Contracting Officer)		1/6/12

Asset Management Services for Parking Meters Citywide

Request for Proposal DCKA-2012-R-0018

Response to Questions from prospective Offerors

#	Question	Response
1	Page 4 – Can we receive a breakdown of revenues from the \$30mm as to what amount comes from credit card, cash and pay by cell?	Please review the slide “Trends in Coin Revenue” from the slide deck distributed with Amendment 2.
2	Page 4 – You stated that there was a 49% decrease in revenue from October 2006 to October 2011. By this statement did you mean that 49% of the revenue is now being received via credit card payments or the overall revenue has decreased?	By that statement the District has indicated that the percentage of revenue physically collected from the meters has decreased by that percentage. At this time that includes only coins. No bills are currently accepted in the installed DC meters. See Question 1 for more detail.
3	Page 4 – <i>“The successful Offeror will be required to integrate with the existing District System”</i> Can we be provided with a copy of the City Works Web Services API?	The District does not have the right to distribute that software. Please contact CityWorks for access to the API.
4	Page 4 – Does the City Works Web Services system have a SDK?	The District does not have the right to distribute that software. Please contact CityWorks for information regarding an SDK.
5	Page 4 – Does the Offeror have the benefit of the current inventory of spare parts or are they the property of the current contractor?	Spare parts inventory that are the property of the District will be transferred to the winning Offeror.
6	Page 4 – Can we be provided with an inventory of spare parts?	The District owned Spare Parts Inventory will be released in a separate amendment.
7	Page 4 – There are currently non connected 11,826 single space meters (3,205 MacKay / 8,621 Duncan Eagle). When calculated the amount of meters for a 100% system upgrade do we subtract the amount of planned meters from the 11,826? If yes, how many spaces with the 100 Multi	The District will not be installing the planned Multi-Space Meters. The RFP will be Amended.

	Space meters control?	
8	B.3.1 – If an Offeror does not supply pricing for every CLIN (ie. Space Sensor) will the proposal will not be accepted?	That is correct.
9	B.4 #1. – What is the District Budget to replace meters?	This information is not available. If the Offeror is inquiring regarding the Batch CLINs then that will be dependent on the annual budget process. The Offeror is otherwise responsible for the replacement, if necessary, of all existing meters.
10	B.4.1 – Of the 11,826 meter that need to be replaced, does the District have a breakdown of how many are to be replaced by IPS Group meters (or equivalent) and Parkeon Multi space meters (or equivalent)? If the District does not specify this breakdown of unit quantities OR ask for a unit price of each product (installed) instead, then the Offeror’s are subject to fill in pricing on very different quantities when compared to other Offeror’s based of unit mixes which may not be what the City is looking for.	This is up to the Offeror to propose based on their expertise and experience. The District is looking for innovative and creative application of –parking meter technology that create the best value for the District. Specifying exact quantities would eliminate the District’s ability to receive the advantage of the Offeror’s experience, expertise, and innovation.
11	B.4.1 – When a Offeror is calculating how many spaces each Multi space will control, what amount of spaces does should the Offeror utilize. If a specific number of spaces is not dictated then one Offeror may use 10 per unit while another uses 25 per unit giving an unfair advantage to the Offeror using the 25 spaces per unit while the District cannot make a apples to apples comparison.	The District expects that the Offerors will be familiar with the technology proposed and the District’s environment to understand the benefits and limitations of the technologies to be used. For purposes of this RFP all Offerors should assume that apay by space MSM controls ten (10) spaces.
12	B.4.1 – Can you go into specifics to what the details are in Evaluating and Selecting Circulator Meter?	Please refer to Section C.5.7
13	B.4.1 – Can you go into detail to what Asset Condition Assessment, Locating, Renumbering and Labeling is?	Please refer to Section C.5.8

14	B.4.1.3 – Is it correct that The District is requesting the Offeror to bid a percentage of the actual coin revenue that is collected in the meter?	This is correct.
15	B.4.1.3 – It is not in the best interest for the Offeror or District to gamble on the unknown. There are a tremendous amount of variables including: rate changes (as rates increase less coin will be deposited) , number of spaces each multi space meter controls, acceptance of pay by cell, meter location, etc.) An additional variable is how many meter are taken in or out of service. The Offeror’s cost of collections is not a direct correlation to the income that is physically collected. Typically price is expressed in a flat price per type of meter collected or rolled into the overall price of the management of the contract. Even now with real time monitoring an good operator is able to micro manage collections schedules to reduce the cost for the District however a good operator also knows that you do not want to have money sitting on the streets to long for it becomes a security issue.	The District has the right to establish payment method under the Contract. See Section C.5.5
16	B.4.1.3 – In order to accomplish offering a percentage of revenue for collection pricing can we receive a 5 year breakdown of physical collections per type of meter (Mechanical, Multi-space, Connected, Circulator) and how many spaces on average the Multi-space meters control.	A five year breakdown would be of little use to Offerors as it would not accurately reflect the addition of both MSMs, connected SSMs, and the Pay by Cell application. The District has provided relevant data within the existing material. See Question 1 for more information. Offerors should note that the Circulator Meters are not yet in place. That is part of the RFP.
17	B.4.1.3 – Will the District allow Offeror’s to bid a price per coin box collection or annual collection price for the total system?	No.
18	B.4.1.4 – This section states “there is an option to add an interface from the Offeror’s system to the District’s”. If this option is not selected how is the Offeror to communicate with the District’s systems?	That will be removed in the Revised RFP.
19	B.4.1.4 (0005-1) – When referring to the IPS meter are you also including:	1) Yes.

	<p>1) Mechanism and vault housing? 1a) What type /model housing</p> <p>2) Post and mounting hardware?</p>	<p>1a) Please contact IPS for information regarding their meters. Meters currently installed may not be available on the market.</p> <p>2) The District will add an additional Batch CLIN for installation of the poles. Offerors should assume that the current Batch CLIN is just the mechanism and vault housing.</p>
20	B.4.1.4 (0005-5) Are we required to propose an alternate SSM? If not can we have an exception for not filling out all CLINS or do will just fill in “No Bid” in the space to be responsive?	You are not required to propose an alternate SSM. If you are not proposing an alternate SSM leave the line blank.
21	B.4.1.4 (0005-6) Are we required to propose an alternate MSM? If not can we have an exception for not filling out all CLINS or do will just fill in “No Bid” in the space to be responsive?	You ARE required to propose a MSM. The District has not selected a vendor for MSM at this time.
22	B.4.1.4 (0005-7) – Please define what is meant by Retrofit the Existing Parkeone MSM. What is the Retrofit criteria?	Please see the Revised RFP for more details. See Section C.5.6.10.
23	B.4.1.5 (CLIN#0006) – Please define transaction fee? Are these the fees associated with credit card interchange / processing fees charged by merchant processing companies (ie. Fiserv or FirstData) or additional fees to the credit card processing fees that the Offeror may charge over and above ?	That is correct.
24	C.1.1.3 – When referring to parking meter signage are you referring to both on the meters (stickers, rates plates, etc) and signage that is on a separate mount (ie metal signage mounted to a post and installed in side walks)?	Decals or stickers placed on the meter itself would be considered part of the meter. The District is referring to the 4 types of Parking Meter signage that are used throughout the District. Please see Attachment J.2.9.
25	C.1.1.3 – What is the approval process for vertical sign creation and location installation?	DDOT will review and sign off on proposed signage plan prior to installation. The exact work flow and business process will be

		developed in consultation with the winning Offeror.
26	C.1.1.3 – Does this include pavement stripping of paid parking areas?	No.
27	C.1.1.3 – Does the Offeror furnish both new and replacements vertical signs or Does the Offeror install vertical signs furnished by the District?	The Offeror will furnish new and replacement signs.
28	C.1.1.3 –If the Offeror is supplying vertical signage can we obtain the sign specification for fabrication?	See 25
29	C.1.1.3 –Is there a list of authorize sign fabricators / supplies for the District	The District relies on Manual of Uniform Traffic Control Devices for guidance on sign manufacture. Any sign manufacturer meeting these requirements. The District does not have a list available.
30	C.1.1.4 – “Contractor shall perform all back office processing of electronic transactions on behalf of the District” Is the contractor responsible for contracting the credit card merchant processor for processing credit card transactions or will the District use their merchant processor?	Offeror is responsible for all processing. The Offeror must provide their own merchant processor, the District will not.
31	C.1.1.4 – If the Offeror is contracting a merchant processor on behalf of the District will the funds be deposited in the Offeror’s merchant processing account and then transferred to the Districts bank account?	So long as the Offeror meets the requirements that all funds are accounted for correctly and deposited daily the specific method is up to the Offeror.
32	C.2.9 – Is it correct that the Mayors Call Center manually enters the information from the trouble call into the Districts Maintenance Management System and that system communicates with the contractors parking meter management system?	There is an interface between the Mayor’s Call Center and CityWorks. There is an additional interface between CityWorks and the current Contractor’s system. That interface is called iSLIMS. The Offeror is correct that the District enters tickets manually at this time into the Call Center application and that the information is transmitted to the

		current Contractor's system.
33	C.2.9. – Can we please get a copy of the API or a SDK for the Districts Maintenance Management System or any additional documentation other than what is currently contained within the RFP.	The District does not have the authority to distribute that software. The Offeror is responsible for contacting CityWorks for any additional information regarding the CityWorks application, APIs, or SDKs.
34	C.2.10. – Is CityWorks the same as the Districts Maintenance Management System? If not then can we please get a copy of the API or a SDK for the CityWorks system or any additional documentation other than what is currently contained within the RFP.	Yes, CityWorks is the District's current Maintenance Management System. Please see Question 33 for the remainder of the response.
35	C3.2.2 – A 99% operability rate is achievable but most likely not sustainable in most instances due to vandalism, equipment failures and other non operator issues. We request a more realistic measure.	The current system is maintained with a 97% operability under the current standards. The District expects that leveraging new technology will allow the successful Offeror to attain a 99% operability rate. Offerors should carefully read the definition of Operability contained in the RFP.
36	C.4 – Will any of the current equipment including but not limited to be available to the Offeror: <ul style="list-style-type: none"> ○ Parkeon, IPS Group, MacKay, & Duncan meter software ○ Parkeon, IPS Group, MacKay, & Duncan Collection Equipment ○ MacKay & Duncan handheld terminals ○ IPS Maintenance and Collection cards ○ Parkeon, IPS Group, MacKay, & Duncan spare parts ○ Current contractor software (ISLIMS & ETIMS) ○ Parkeon, IPS Group, MacKay, & Duncan Keys 	Software/licenses from the various OEMs must be obtained from the OEM. The District does not have a right to distribute said software. Collection Equipment and handhelds are owned by the District and will be transferred to the successful Offeror. Cards, Keys, iSLIMS are DDOT owned and will be transferred to the successful Offeror. Spare parts that the District owns will be transferred to the contractor. eTIMS is not District software and

		the iSLIMS software platform is being replaced by CityWorks. The successful Offeror will not be required to use iSLIMS.
37	C.5.3.3 thru C.5.3.4 – In order to effectively ascertain the current operations we feel that the timelines of 30 days is not in the Districts best interest. Can this timeline be extended	See Amendment 4.
38	C.5.4 –We feel it is not reasonable to expect these time constraints to be less than 24 to 48 hours. Due to this not being a 24 / 7 operation. Furthermore the Connected Meters that were designated by the District do not report all trouble codes immediately.	This is a critical operation for the District. Many meters operate 18 hours a day and the District desires to have 99% operational at the start of the business day. The District believes that the necessary data is available to the successful Offeror to meet these requirements.
39	C.5.4.3 – The Offeror is to fund and provide parts but once the parts are deployed the District owns them. Does the Offeror receive compensation for those parts once deployed?	The Offeror should include all parts as part of their offered price under the Maintenance CLINs. As long as the successful Contractor meets the Performance Measures the District does not have a specific requirement for inventory.
40	C.5.4.15 – Is the Offeror responsible for damage done to the sidewalks, streets, etc. from existing posts when removed for replacement to MMS?	The Offeror will be responsible for all and any damage done to District assets as part of this contract. Installation, removal and restoration, when applicable need to be to District and industry standards. Please note however, that existing SSM posts will typically not be removed, but will be leveraged to provide the Space Sign for Pay by Space.
41	C.5.5.2.5 – What is meant by “potential user”	This will be removed in the Revised RFP.
42	C.5.5.8 – If the Offeror utilizes an approved armored car or coin counting subcontractor can the coins be stored in there facility over night for deposit the next day. In most	Per C.5.5.8 the Contract shall deposit daily all revenue collected.

	cases meter collection agents do not come back to the office early enough to be able to have armored car services pick up the coin, drive it to their counting facilities, counted and then transported / deposited to the bank.	
43	C.5.6.1 – The table of CLIN’s contains “sign Refresh Completed within 90 days of NTP” Does this mean inspection of all signs and correction or something else? If something else please provide details of the sign refresh program.	Please see the Revised RFP for more details. See Section C.5.6.11.
44	C.5.6.7 – If the District chooses to adopt policy that would require replacement of all parking signage, 60 days does not seem to be a reasonable amount of time.	The District has the right to establish performance measures under the Contract. See Section C.5.6.
45	C.5.7. – Has the District selected a product that they would like for the Circulator meters to use as they have with Parkeon and IPS Group for the parking meters? If so who is the manufacture?	Refer to Section C.5.7
46	C.5.7.3 Can you offer a web link or additional pictures of the picture of the street car to better see the branding colors you would like to use?	Additional information on the branding scheme will be provided to the successful Offeror.
47	E.2.4. – E.4.2 Both sections refer to “Lighting Assesst” What is meant by Lighting assets?	This will be removed in the Revised RFP.
48	F.2.2. – One of the deliverable on the chart states “Smart Card Implementation”. This is the only place in the RFP that mentions this. Can you detail what are the expectations for this program?	This will be removed in the Revised RFP.
49	H.11.1.1 – Is the 35% calculated based on the gross amount invoiced to the District or based upon the expenses of the contractor.	Total value of the Contract excluding materials will determine the Contractor’s CBE subcontracting requirement.
50	H.17.1 – Refers to B.5.7 however this section does not exist	H.17 should refer to Sections B.4.1.6 and B.4.5. This will be corrected in the Revised RFP.
51	H.17.1 – 30 days is not a lot of time to assess the system and make appropriate arrangement for a seamless transition.	The District has the right to establish performance measures under the Contract. See Section

		H.17.
52	I.8.3.1 – Our RFP package did not include J.2.10 (Performance Bond). Can you please offer a copy of this Attachment	The successful Offeror will be required to provide a Performance and Payment Bond prior to Contract award. We will delete the reference to J.2.10.
53	I.8.3.1 – “ <i>The performance security shall be in an amount equal to 100% of the Offeror’s proposed contract price for all construction tasks</i> ” Can you please define what CLIN’s would pertain to “Construction Tasks” for clarity	This will be updated in the Revised RFP. See Section I.8.
54	I.8.3.2 – refers again to J.2.10 which is not contained in our RFP package however in this section J.2.10 is referred to as “Payment Bond” whereas in I.8.3.1 it is referred to as “Performance Bond”. Can you offer a copy of both Attachments	The successful Offeror will be required to provide a Performance and Payment Bond prior to Contract award. We will delete the reference to J.2.10.
55	Appendix J.2.2 – C.3.1.8 States that the Single Space Connected Meter mechanism must retrofit to the city’s currently installed meter housing base without any changes to key/lock system...: 1) Both C.5.1.7 & C.5.6.8 state that for all connected assets installed by the Offeror shall provide Electronic Locks. Why must the Connected meter mechanism be able to retrofit into the current housings without changes to existing lock system if we are to provide new electronic locks for all the new connected meter mechanism? 2) For each new single space connected meter mechanism are we expected to purchase new housings (upper and lower) or put them in the existing housings that the District currently owns?	Amendment J.2.2 will be amended to specify Electronic locks for all new meters. Per RFP Section C.5.1.7 only new assets require electronic locks.
56	Will the Contractor have access to the MARS, Cityworks and TOPS database schema, diagrams?	The successful Contractor will have access to the District’s CityWorks implementation through Web Services. Additional information such as schemas will be made available if needed based on the District’s IT policy.

57	Will the Contractor be allowed to modify or recreate DC MMS web services?	The Offeror will not.
58	Can the Contractor interface directly to the Mayor’s Call Center via web services or other technology?	The Offeror may not.
59	B.3.4 - “Assets removed permanently or temporarily, will not be charged” – Is there a fixed price line item for installation and relocation services for each asset type (i.e. SSM, MSM, Signs, Etc.) applicable under these circumstances?	There is a batch CLIN for relocation; however removal and re-installation services should be covered under the standard Maintenance CLINs.
60	B.4.3 – Transaction Processing Fee a. Will the District be responsible for acquiring and maintaining Merchant and Terminal ID (MID & TID) for the systems? Please explain precisely what costs are to be covered by Transaction Processing Fee (Gateway, Credit Card Fees, MID & TID, etc.)?	The District will not be responsible. The Transaction Fee should cover all the necessary fees and costs for the success Offeror to process electronic payments from the meters.
61	C.1.1.3 – Sign Installation and Maintenance a. Please provide sign standards for SSM and MSM. b. Will the District provide sign poles and/or mounting hardware? If not, please provide standards for these items. c. Will the contractor be given a city-wide blanket permit to perform sign and meter work on District ROW or will they have to apply for and receive any such required permits? Please provide SSM and MSM installation standards for varying conditions (i.e. sidewalk, pad, pavers, ground, vaulted sidewalk, etc.)	In general the District utilizes Manual of Uniform Traffic Control Devices for specifications. Reference Section 2B.46 for further guidance. The District will include these in the Revised RFP. See Attachment J.2.9.
62	C.1.1.4 – “Contractor shall perform all back office processing of electronic Transactions on behalf of the District.” – Please clarify. Contractor would typically utilize sub-contractors (i.e. Electronic Payment Gateway, Credit Card Processor, etc.) and would not be performing all of these functions themselves.	The Contractor may utilize subcontractors . The intent of the wording is to ensure that Offerors understand that the District will not perform or assist in these functions.

63	C.2.12 – Incremental Revenue – Please explain how emerging technologies like pay-by-cell would be addressed under this scenario. Would additional revenue still be calculated and included as additional revenue even if collected through other means (i.e. Pay-by-cell, in car meter or other). Will the City consider other payment options for system upgrades other than the Incremental payment example described in this section?	Incremental Revenue will be removed from this solicitation.
64	What current PMMS is being utilized for mechanical meters that have no electronic interface? Is this system the City’s property or is this system a proprietary system provided by the current service contractor?	The current Contractor provides their own PMMS for the management of the meters.
65	C.2.10 Can you specify the requirements of the data exchange from the PMMS to the MMS in use by the District City Works Department?	Please review Attachment J.2.1.
66	C.2.12 If there is an alternative payment mechanism in place that is separate and distinct from the “Incremental Revenue” described in C.2.12 , by which the contractor will be paid for each unit following installation of new assets, will you please clarify/identify that mechanism and process?	See Question 63.
67	C.4.1 If the contractor is directed to provide additional electronic units (i.e., new assets), but is delayed in the installation of these units for any reason outside the control of the Contractor, how will the Contractor be paid for the cost of such a delay (amortization of Contractor’s financing of these assets will have begun and with every day that passes Contractor will be incurring financing costs)?	This will be examined on a case by case basis. We may give the successful Contractor more time, not additional funding if the outage was outside the Contractor’s control and the control of the District.
68	C5.4.15 How will the District calculate Incremental Revenue from electronic meters that are taken out of service (meter hooding program)? Will there be compensation to the contractor based on some evaluation?	See Question 63.
69	Are all vehicles and related equipment to be proposed required to be brand new? If not how will you rate the pricing from the current contractor using paid for equipment when all other proposers must specify new	Offerors must supply all equipment needed to successfully fill the requirements of the Contract. There are no

	equipment etc.	requirements for new vehicles.
70	Monitoring: What provisions are given to the contractor, if any, for system failures beyond their control, i.e. City power outage in maintaining a system with incremental or near real time updates? Will there be any special exceptions with respect to these types of factors in reporting data?	This will be examined on a case by case basis. The District may give the successful Contractor more time based on the specific circumstances of the system failure.
71	Given the scope of this contract and the compressed time frame for a response, (i.) when will the City determine if an extension will be made and (ii.) what length of extension do you foresee to complete the response for this RFP?	See Amendment 4.
72	The RFP makes reference that the City will own the equipment at the time of installation. Can you describe the preferred process the city will use to pay for each installed unit i.e. on a monthly basis as units are installed?	Contractor shall submit monthly billings.
73	Is the CLIN 0001-1 100% system upgrade and CLIM 0001-2 50% system upgrade priced in terms of a monthly payment since you are requiring a fixed firm amount?	Please see Attachment J.2.5, Pricing Workbook with System Refresh.
74	Can you describe how you envision the contractor will be compensated for equipment installs (i.e., net 30 day terms after installation)?	The District expects to be billed monthly. Refer to Section G for additional details.
75	The RFP states that the City reserves the right to negotiate with the successful offeror on the exact make-up of the actual implementation. Realizing that the fixed firm price for quantities of single space and multi-space meters can drastically alter the offering price how will this be achieved so that each vendor isn't responding in a different manner making price analysis of their proposal against others difficult to determine?	Offerors will be assessed solely on their proposed solution. What this statement indicates is that after award the District may negotiate with the successful Offeror on the exact make up of the System Refresh. As stated in Sections L&M the primary focus in on technical feasibility, total cost of ownership, and innovation.
76	Will the City consider specific quantities of single and multi-spaced meters to so that each proposers line item pricing for the System Refresh will result in responses that can be easily compared for price?	No.
77	If the unit pricing for the system refresh results in a system installation that requires extensive changes during negotiations will the supplier be able to alter their CLIN price per unit to adjust for the City's required make up of	In the case that the District requests an Offeror to make changes to the proposed make-up of the installed system by changing

	installed units?	the number or type of meters installed the Offeror will have the opportunity to adjust the offered prices.
78	Are the CLIN unit priced in monthly or yearly increments?	Please see Attachment J.2.5.
79	How does the contract provide for system refresh payments if varying quantities are installed each month?	See the Revised RFP, Section G.4. Payment.
80	The RFP states that the “Incremental Revenue” calculation can be exercised at the discretion of the City. This type of arrangement for payment of an asset places the installer at a greater risk to receive payment. What type of guarantee will be built into this calculation to ensure that payment for installed assets is administered in a manner that ensures prompt payment to the contractor?	See Question 63.
81	Will the City consider a proposal that contemplates a ‘payback’ structure whereby the City reimburses the Contractor for installed assets that i) are leased to own (or financed in some other creative manner via an agreement Contractor may enter into with Parkeon or another manufacturer) and ii) that will compensate the Contractor for its costs of financing the assets from date of purchase or lease, as the case may be, until such time that the assets are paid for, free and clear title is conveyed to the City, and the City pays the Contractor’s invoice for said assets?	The Contractor may enter into any arrangement with an OEM they choose. The District has selected the payment mechanisms that work for it.
82	The previous question (23.) leads to the related issues of when and how free and clear title will pass to the City. We are concerned about this whether or not the assets are purchased or leased under any such creative/advantageous/cost efficient financing plan we may propose. Please clarify how free and clear title would be conveyed to the City i) in the event Contractor finances the assets and ii) in the event Contractor purchases them upfront.	The title to all assets will transfer to the District upon installation.
83	Another question related to 23. and 24. above is how to void the condition included in H.16.1 which states that “Title...shall pass to the District free and clear of all liens no later than the time of payment of the first invoice for goods and services provided under CLINS 0001 through 0003.” To be clear, the concern here is that the City will delay payment of invoices sent by Contractor because the	This is not an option for the Department. Title must transfer upon installation. Offerors should structure any agreements accordingly.

	above referenced financing plans we may enter into preclude the City from receiving “free and clear title” in a timely manner (i.e., before the first and subsequent invoices are sent to and due to be paid by the City). Please clarify how the City can accommodate such concerns.	
84	Will the City consider an extension of the proposal due date so that Contractors submitting proposals may be able to best utilize the additional information and clarifications the City may issue in response to the collective questions it receives from the offerors? This would encourage more comprehensive, thoughtful and creative proposals and raise the level to which our proposals will represent the best interests of the City.	See Amendment 4.
85	In consideration of the holiday season, employee vacations, and comprehensive nature of the products and services required, will the District consider an extension to the due date of the response to January 20, 2011?	See Amendment 4.
86	Due to all of the possible assumptions with regards to the composition of single-space and multi-space, and in order to provide an apples-apples comparison of pricing for the entire system, are there any additional considerations that the District believes all offerors should use? For example, it should be assumed that each pay-station will manage 7 spaces on average.	All Offerors should use 10 spaces per pay by space MSM as a standard. The Pricing Workbooks will automatically calculate this.
87	Are there any maps of meter locations by clock face that can be provided?	The District provided an Asset Inventory including address for the meters in service. This is the extent of the information the District can provide.
88	Pg 33 Section C.5.3.8 refers to a Section C.5.1.14 that does not appear to exist. Please clarify.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
89	Pg 137, Section C.3.1.2. Does the District require this technology to be included in CLIN 0002 or at what point during the project will sensors be installed?	The Offeror should propose this as part of their Asset Refresh Plan. In addition the Offeror must propose a Space Sensor as part of their response.

90	The due date for the final response coming during the Christmas holidays , and the short turn-around of this RFP, December 28, 2011, from the publishing of the RFP, and the complexity of the anticipated response and the number of LD's each respondent is required to consider, it is respectfully requested an extension be considered allowing all interested parties to present the District a comprehensive response.	See Amendment 4.
91	Are there any budget figures or estimate of the cost the District expenses each year on sign replacement and installation?	The District does not have the ability to break out the expenses for Parking Meter specific signage from the other signs.
92	With all the protests, demonstrations and other political actions occurring in the City throughout the years, will there be any consideration to damage or unanticipated expenses incurred by the contractor should these incidents affect any installed meters or signs throughout the City?	No.
93	On page 24, paragraph C.3.1.1, it is mentioned that there are 8,000 more meter spaces being considered in the City. Is there a timetable for the addition of these meters? Will all 8,000 go in at one time, or do you anticipate that over the five years, there will only be 8,000 more spaces added to the current inventory? Fees	There is no specific timetable for increasing the number of metered spaces from 20,000 to 25,000. We anticipate that this will happen incrementally dependent on available funding and overall priorities for DDOT.
94	Page 27, Paragraph C.5.1.4 The Contractor shall pay all recurring fees required to operate the connected meters during the duration of the Contract. What fees are included in the term "all recurring fees?" Can this be better defined?	These refer to any operating costs such as licensing fee, communication fee, transaction fee, credit card processing fee, perishables, etc.
95	Page 48 Paragraph C.5.6.4, again cites the Contractor shall pay all recurring fees required to operate the connected meters throughout the duration of the Contract. What fees are considered here?	These refer to any operating costs such as licensing fee, communication fee, transaction fee, credit card processing fee, perishables, etc.

96	Page 47 C.5.8 Asset Condition Assessment, Locating, Renumbering and Labeling. Can DDOT provide an estimate as to how often this should occur? Should the contractor assume this will occur once a year or more than once a year?	This is a one time occurrence. Refer to Condition Assessment afterwards.
97	The RFP Page 5 ,”Qualifications,” calls for (3) three references for contracts within the last 5 years for which the bidder provided services similar to those sought by the District from cities with a minimum of 5,000 meters. At least one of these references must be for the Prime Contractor. In the pre-bid meeting, it was mentioned that that was changed to one (1) reference. Are we correct, or did we misunderstand this requirement. Can you reiterate the requirements under the experience of the firm doing business with similar contracts in other cities in the United States?	The language in the RFP is correct. The Offeror must provide 3 references as stated with at least 1 reference belonging to the Prime Contractor.
98	Are there any statistics on the performance of the connected/unconnected meters for the last calendar year?	See Amendment 3 for the Work History.
99	Please confirm that the District requires a single central management system that would report on all networked SSM and MSM devices as opposed to multiple back-office systems.	The District requires that the Offeror reports the required data back to the District’s MMS as per the Contract. The method by which the Offeror does so and the number of systems used is up to the Offeror so long as the solution meets the District’s requirements.
100	What are the likely system upgrade requirements for delivering and gathering real time information necessary to deliver applications like directed enforcement?	Directed enforcement is not a requirement of this Contract.
101	Directed enforcement will use paid and unpaid status from the meters to guide enforcement officer’s toward violators. Will directed enforcement also use paid and unpaid status	Directed enforcement is not a requirement of this Contract.

	information from the pay by cell application?	
102	Please confirm that it is the cities expectation that the central management system can query the system for all potential status information including revenue auditing or device status.	Confirmed.
103	<u>Section B, Executive Summary, page 4, second paragraph</u> – There is a requirement to integrate with CityWorks and also a statement that the vendor will need to “eventually provide near real time data on parking meter utilization to the District’s Traffic Management Center.” Could DDOT further clarify this statement and provide further details? Does this constitute an additional interface?	This will be addressed in the Revised RFP. See the Section referenced in the question for details. In summary the data required for implementing Dynamic Pricing will be sufficient to address this requirement. What this will comprise is the delivery of the data in a different format to both consumer devices and the Traffic Management Center.
104	<u>Section B.4, General Question</u> – Under which CLIN does DDOT desire to see the costs associated with the removal of a SSM asset (pole and housing, restoring surface) and removal of a MSM asset (housing and pad, restoring surface)?	The District will add specific Batch CLINs for these efforts in the Revised RFP. See Section B.4.
105	<u>Section B.3.3</u> – The District is looking for innovative options, would DDOT consider revenue sharing or other creative financing structures?	Revenue sharing is not currently allowed under the District’s financial structures.
106	<u>Section B.4.1.3</u> – Please clarify how DDOT desires to see pricing for paper currency collections. Bill acceptance will increase cost of physical collections and counting and may impact MSM uptime.	Bills as a payment method will be removed in the Revised RFP.
107	<u>Section B.4.1.5</u> – Over the term of the contract, regulatory changes may have a substantial impact on the vendor’s credit card processing costs. Will the District accept provisions that allow for changes to credit card processing pricing due to such regulatory changes?	<u>OCP</u>
108	<u>Section B 4.1.2 – Pricing Schedule – page 10, CLIN 003-6</u> – Does the Contractor “inherit” the District’s IPS fee pricing structure for the existing meters? Should the Contractor price replacement of vault door locks in existing IPS meter housings with electronic locks?	<u>Offerors should negotiate the fee structure as part of their agreement with IPS. Per Section C.5.1.7 only new meters installed will be upgraded to electronic locks.</u>

109	<u>Section B.4.1.6, CLIN 0007, Mobilization, page 13; Section B.4.5, CLIN 0014; Mobilization, pages 18-19, and Section M.4.3, CLINS 0007 and 0014, page 114 all refer to Section H.16</u> – However Section H.16 refers to Title of Assets. Please provide the correct section reference.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
110	<u>Section B.4.2.1, page 15</u> – Should CLIN 0011-2 actually be numbered 0009-2?	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
111	<u>Section C.2.7</u> – How will zoned PBC impact this calculation? Will the District look at this calculation based on a zone or area, or at the individual meter level?	This will be captured at the meter level.
112	<u>Section C.2.11</u> – What type of mobile device does the District require? Please provide specifications for the functionality required in the mobile device software.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
113	<u>Section C.3.2.7, page 25</u> – Refers to Section TK. There is no Section TK in the RFP. Can the District please clarify?	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
114	<u>Section C.5.1.6, pages 27-28</u> – requests that the Manufacturer’s Suggested Retail Price be included in the response to this section. Can this information be included only in the Pricing Proposal so as to keep pricing advantages proprietary and confidential?	The Manufacturer’s Suggested Retail Price is typically a public piece of information. Any pricing discounts or agreements would solely be placed in the pricing volume for the reasons stated. The technical team will need to understand the MSRP for evaluation purposes.
115	<u>Section C.5.1.8, page 29 and Section C.5.6.9, Page 45</u> – These sections do not include specifications for an epoxy plate pole. Will the District continue to accept installation of those poles?	The District will continue to accept Epoxy plate pole as long as the Gel Time and Bond Strength results comply with AASHTO M237 Type IV.
116	<u>Section C.5.2.3, page 30</u> – Due to the potential impact on battery life, the District’s existing meters may not be able to accommodate pricing changes that are propagated out to all affected meters in the field within 5 minutes. Please	This will be addressed in the Revised RFP. See the Section referenced in the question for details.

	clarify that the 5 minute increment requirement refers to the vendor’s ability to send pricing data to the affected meters every 5 minutes.	
<u>117</u>	<u>Section C.5.3.2, page 31</u> – requires a staffing plan to be submitted 30 days after Contract Award Date. Page 57, Section F.2.2 (table) shows the staffing plan due date within 60 days after contract award. Please clarify the deliverable due date.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
<u>118</u>	<u>Section C.5.4.11-13</u> – Please provide specifications for signage and posts. Please provide an inventory of existing on-street signage for analysis of the size and scope of this requirement.	<u>See Question 61.</u>
<u>119</u>	<u>Section C.5.6.6, page 44</u> – Does “changes to an alternate system” consist of the procurement of meters outside of this contract? If the District were to procure meters outside of this contract, would the selected vendor be required to develop new interfaces to those meters? This requirement appears to place an unknown cost burden on the selected vendor. Would the District consider requiring the provider of any new alternate system (selected outside of this contract) to include the cost of programming the data exchange in their pricing to the District.	This refers to the link that is required between the Offeror’s PMMS and the District’s MMS. If the District were to change to a new MMS the Offeror would need to create a link to that MMS as opposed the to the current MMS of CityWorks.
<u>120</u>	<u>Section C.5.5.14.2</u> – Requires the contractor to procure new vault locks and new key combinations. Does the District intend to operate two collection processes – mechanical locks and electronic locks? Should the requirement be to fully convert the system to electronic locks? The asset refresh using IPS meters would use existing housings, but require electronic locks, correct? Please clarify.	This section is intended to ensure that none of the key combinations used on the District’s Parking Meter System are not duplicated within 1,000 miles of the District. There is no intent for Offerors to provide new locks for existing assets. Per Section C.5.1.7 only new assets will require Electronic Locks.
<u>121</u>	<u>Section E.4, page 52 and Section E.5.1, page 53</u> – There are two references to Section H.12 for the time established to satisfactorily address noted conditions and assessing liquidated damages. However, Section H.12 is marked as “Reserved” and does not include any such requirements. Please provide the correct section reference.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.

122	<u>Section E.4.2, page 53</u> – refers to randomly selected lighting assets. Please clarify what lighting assets that the Contractor will be responsible for.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
123	<u>Section E.6.1, page 54</u> – This section refers to Appendix J.2.1 as the performance standards that the parking meter assets will be evaluated against, however, Appendix J.2.1 specifies Data Interface requirements that are not applicable to the physical meter’s operability. Please provide the correct performance standards by which the meter assets will be evaluated.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
124	<u>Section E.6.3, page 54</u> – refers to Section H.9 as describing an annual meeting where incentive/disincentive fees are computed. However, Section H.9 District responsibilities does not discuss annual meetings or computations. Please provide the correct reference pointer.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
125	<u>Section E.6.4, page 55</u> – refers to Sections H.9.4 and G.3.4 neither of which exist in the RFP. Please provide the correct pointer references.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
126	<u>Section E.7.1, page 55</u> – states that single space meters are upgraded under CLIN 0004 but CLIN 0004 is related to collection of meters. Please provide the correct CLIN for this section.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
127	, <u>Section E.7.2, page 55</u> states that single space meters are installed under CLIN0006 but CLIN 0006 is related to transaction fees. Please provide the correct CLIN for this section.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
128	<u>Section E.7.3, page 56</u> states that multi-space meters are installed under CLIN 0007 but CLIN 0007 is related to mobilization fees. Please provide the correct CLIN for this section.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
129	<u>Section F.2.2.1, page 59</u> refers to Section C.5.3.11. This section does not exist in the RFP. Please provide the correct pointer reference.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.

130	Section G.4.1.1, page 61 refers to Section H12.1 through H.12.5. However, Section H.12 is marked as <u>Reserved</u> and does not include any requirements. Please provide the correct reference pointer.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
131	Section G.4.1.3, page 61 refers to Section H.11.1 relative to economic price adjustment stipulations. However, Section H.11.1 refers to Mandatory Subcontracting Requirements. Please provide the correct pointer reference.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
132	Page 62, Section G.4.1.4, page 62 refers to incentive fees based on the financial performance of the parking meters and refers to Section H.13. Section H.13 addresses Liquidated Damages. Please provide the correct pointer reference.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
133	Section G.4.1.5, page 62 refers to Section H.16 relative to Mobilization Payment but Section H.16 discusses Title to Assets. Please provide the correct pointer reference.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
134	Section G.4.2, page 62 states that CLINS 0004 through 0008 will be paid in lump sum or progress payments based on milestones. CLIN 0004 and 0006 are related to collections and transaction fees which would not be paid in lump sum or progress payments. In addition, the referenced Sections C.5.1.7 and C.5.1.8 are electronic lock requirements not payment related. Please clarify this requirement.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
135	Section H.2.1, page 66 refers to Section J.1.1 as containing the Department of Labor Wage Determination documents. There is no Section J.1.1 in the RFP. Can the District provide those documents?	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
136	, Section H.5.2, page 67 refers to the First Source Agreement in Section J.2.4. There is no Section J.2.4 in the RFP. Can the District provide those documents?	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
137	Section H.5 and H 5.2.1 – 51% District Resident Hires Requirement – page 67 Confirm that contractor can source staff from sources other than DOES.	That is a correct understanding.

138	Section H.11.2, page 72 refers to Section H.9.1 relative to subcontracting requirements. There is no Section H.9.1 in the RFP. Please provide the correct pointer reference.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
139	Section H.11.2, page 72 requires that a notarized statement detailing the contractor's subcontracting plan be submitted with the proposal, however, on Page 90, Section I.13 the requirement is that a notarized statement detailing the contractor's subcontracting plan be submitted within 5 days of the CO's request. Please clarify when the notarized statement should be submitted.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
140	Section H.13, page 74 refers to Sections H.12.3, H.12.4 and H.12.5 relative to liquidated damages as set forth in tables. However, Section H.12 is marked as <u>Reserved</u> and does not include any requirements. Please provide the correct reference pointer.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
141	Section H.13.1, page 76 refers to Sections C.5.1.9.2.8, C.5.1.9.2.2, C.5.1.9.2.7 and C.5.1.9.2.9. There are no such sections in the RFP. Please provide the correct pointer references.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
142	Section H.14.1, page 77 refers to Section H.9.2 though H.9.8 for the computation of incentive or disincentive fees. There are no such sections in the RFP. Please provide the correct pointer reference.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
143	Section H.14.1, page 77 refers to an Innovations in Energy Efficiency Plan, however, there are no requirements in the RFP which discuss what this plan should consist of. Please provide requirements for development of this plan.	This will be addressed in the Revised RFP. See the Section referenced in the question for details. See
144	Section H.14.2, page 77 only lists CLINS 0001 through 0009 (or CLIN 0010) as eligible to receive performance incentives. Shouldn't all CLINS be included?	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
145	Section H.14.4, page 77 refers to Section F.3.10. There is no Section F.3.10 in the RFP. Please provide the correct pointer reference.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
146	Section H.14.7, page 77 refers to Section H.9 relative to performance evaluation, however that section does not	This will be addressed in the Revised RFP. See the Section

	address performance evaluation. Please provide the correct pointer reference.	referenced in the question for details.
147	Section H.16.2, page 79 discusses the requirements for passing title for CLINS 0004 through 0008. Please clarify what the District's expectations are for passing title for collections, transaction fees, mobilization and project management.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
148	Section H.17.1, page 79 refers to Section B.5.7. There is no Section B.5.7 in the RFP. Please provide the correct pointer reference.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
149	Section I.8.3.1, page 88 and Section I.8.3.2, page 89 refers to Attachment J.2.10 relative to the required performance bond. There is no Attachment J.2.10 in the RFP. Please provide the referenced document.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
150	Section I.9, page 89 refers to Equal Employment Opportunity information Report forms in Section J.2.2. There is no Section J.2.2 in the RFP. Please provide the referenced document.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
151	Page 93, there are two sections labeled K.4. Please clarify which is correct.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
152	Page 94, is Section K.6 missing intentionally?	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
153	Section L.3.1, page 103 does not list the proposal submittal date and time. Please provide the date and time that the proposal is due.	See Amendment 4.
154	Page 119, TOPS Requirements – Will TOPS notify the vendor by web service when and which meters are to be removed?	TOPS will work through CityWorks to inform the successful Offeror when and which meters are to be removed or restored.

155	Section C.3.1.1.1.10, page 128 refers to Section C.4.2.1 for handheld specifications. This section is not included in the RFP. Please provide the referenced document.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
156	Section C.3.1.1.2.4, page 129 requires a bill acceptor. None of the District's meters have bill acceptors? Is this optional or required? If bill acceptors are required, the District should add a CLIN for collecting and counting bills which has different processes than coin counting.	This will be removed in the Revised RFP.
157	Section C.5.7, page 45 – Are the Circulator meters collected as a unique route or are they incorporated into a regular meter route? Are the revenues deposited into the same account as the meter funds? Assuming that these are higher value transactions; wouldn't these transactions skew your reporting? Will these meters be excluded from calculations for performance measurement?	Offerors must track the revenue for each meter individually, but you may collect in whatever order you choose so long as you meet the Contract requirements.
158	Section C 5.8.1, page 47 – Asset Condition Assessment, Location, Renumbering, & Labeling – page 47 Location of asset using GPS to an accuracy of <u>6 inches</u> : What is the District's preferred methodology or vendor for accomplishing this requirement?	Offeror may propose any method that meets the requirements.
159	G.4 , page 61 The CLINS referenced in this section omit the collection services and appear to be incomplete.	This will be addressed in the Revised RFP. See the Section referenced in the question for details.
160	Appendix J 2.3 – Multi-Space Meter Specifications C 3.1.2 – page 137 In-street sensing technology is listed under MSM specifications. Are sensors only to be installed with MSM, not SSM? How many spaces does the District want to have sensors installed in?	This will be addressed in the Revised RFP. See the Section referenced in the question for details.

SOLICITATION, OFFER, AND AWARD		1. Caption	Asset Management Services for Parking Meter Assets Citywide	Page of Pages	1
2. Contract Number	3. Solicitation Number	4. Type of Solicitation	5. Date Issued	6. Type of Market	
	DCKA-2012-R-0018	<input type="checkbox"/> Sealed Bid (IFB) <input checked="" type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Human Care Agreements <input type="checkbox"/> Emergency		<input type="checkbox"/> Open <input type="checkbox"/> Set Aside <input checked="" type="checkbox"/> Open with Sub-Contracting Set Aside	

7. Issued By: Office of Contracting and Procurement District Department of Contracting and Procurement 55 M Street SE 7th Floor Washington, DC 20001	8. Address Offer to: Office of Contracting and Procurement Bid Room District Department of Transportation 2000 14th Street, NW, 3rd Floor Washington, DC 20009
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NOTE: In sealed bid solicitations "offer" and "offeror" means "bid" and "bidder"

SOLICITATION

9. Sealed offers in original and 10 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the bid counter located at OCP-Reeves Center 2000 14th Street NW 3rd Floor until 2:00PM local time 28-Dec-11
(Hour) (Date)

CAUTION: Late Submissions, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in this solicitation.

10. For Information Contact	A. Name	B. Telephone	C. E-mail Address
	Jeralyn Johnson	(Area Code) 202 (Number) 671-2277 (Ext)	jerilyn.johnson@dc.gov

11. Table of Contents

(X)	Section	Description	Page No.	(X)	Section	Description	Page No.
	PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES		
X	A	Solicitation/Contract Form		X	I	Contract Clauses	
X	B	Supplies or Services and Price/Cost			PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS		
X	C	Specifications/Work Statement		X	J	List of Attachments	
x	D	Packaging and Marking			PART IV - REPRESENTATIONS AND INSTRUCTIONS		
X	E	Inspection and Acceptance			K	Representations, certifications and other statements of offerors	
X	F	Deliveries or Performance		X	L	Instructions, conditions & notices to offerors	
X	G	Contract Administration Data		X	M	Evaluation factors for award	
X	H	Special Contract Requirements					

OFFER

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.

13. Discount for Prompt Payment 10 Calendar days % 20 Calendar days % 30 Calendar days % _____ Calendar days %

14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):	Amendment Number	Date	Amendment Number	Date

15A. Name and Address of Offeror	16. Name and Title of Person Authorized to Sign Offer/Contract		

15B. Telephone	15 C. Check if remittance address is different from above - Refer to Section G	17. Signature	18. Offer Date
(Area Code) (Number) (Ext)	<input type="checkbox"/>		

AWARD (TO BE COMPLETED BY GOVERNMENT)

19. Accepted as to Items Numbered	20. Amount	21. Accounting and Appropriation

22. Name of Contracting Officer (Type or Print) Jerry M. Carter	23. Signature of Contracting Officer (District of Columbia)	24. Award Date

SECTION B: SUPPLIES OR SERVICES AND PRICE

Executive Summary

The Government of the District of Columbia Office of Contracting and Procurement on behalf of the District of Columbia Department of Transportation is seeking a contractor to perform asset management services to manage, maintain and preserve specific parking meter assets within the District of Columbia. The District will also require the successful Contractor to collect coins and process virtual transactions for the parking meters. In addition, the District is interested in pursuing a replacement of existing mechanical meters with newer technology, subject to affordability. In awarding this contract, the District seeks a firm capable of upgrading the District's assets, maintaining and operating the parking meter system, and applying new and innovative techniques (such as dynamic pricing) to improve the system.

As part of this contract, the Contractor will manage and operate over 14,000 parking meter assets that manage over 18,000 spaces, plus the meters' supporting systems. The District is looking to increase the size of the system to 20,000 meters as part of the Asset Refresh. All components such as meters, networking, power, and physical cases are under the Contractor's responsibility. In addition, the Contractor will be expected to:

- Proactively maintain all parking meter assets
- Collect all physical payments
- Process virtual payments
- Respond to all service requests
- Manage input into the Parking Meter Management System
- Interface with the District's Maintenance Management System
- Provide near real time data to the District.

Management and administrative work are part of the responsibility under this contract. This comprehensive group of assets needs to be maintained, operated, administered, and managed effectively to achieve the performance standards. The broad scope of work necessitates both a good management plan and a positive partnering relationship. The District receives in excess of 80,000 service requests from customers per year. A large part of this is due to the fact that mechanical meters have exceeded their usable life, but it is also partially a factor of the volume of usage the system receives.

The Contractor shall provide all the management, supervision, labor, equipment, materials, tools, supplies, transportation, and incidentals that are required to maintain and operate several different types of parking meter assets. The District is in the process of migrating from mechanical or "non-connected" meters to meters capable of being networked or "Connected" meters. A key element of the connected meters is their ability to accept credit card payments rather than coins. Other than keeping existing assets functional, no new non-connected meters will be installed. The table below illustrates the current and planned assets:

Meter Type	Quantity
Non-connected Meters	
McKay Mechanical Single Space Meter (SSM)	3,360
Duncan Eagle SSM	8,530
Connected Meters	
Parkeon Multi-space Meter	587
IPS Smart Meter	1,692
Planned Meters	
IPS Smart Meter (Disabled Only Spaces)	500
<i>Note that the Planned Meters will replace roughly 1,500 existing Non-connected Meters</i>	

The total system generates roughly \$30M in revenue, based on 86% of the rates set at \$2/hour and 14% set at \$.75/hour. Where available, connected meters are seeing a large number of credit card transactions, but the majority of the system is still coin-based. In addition, the District has recently implemented a Pay by Cell program that is not a part of this contract. Nonetheless, the program will have an impact on physical or virtual payments made on the meters. Four months after its launch the program has 142,000 customers and has processed over 660,000 transactions. The percentage of revenue that is collected from the meters has decreased from 97% in October 2006 to 48% in October 2011. The District also has seen a 23% increase in virtual transactions over the last 12 months.

The successful Offeror will be required to integrate with existing District Systems in order to receive reports of failed meters (trouble tickets), provide data to the District's Maintenance Management System (MMS), and eventually provide near real-time data on parking meter utilization to the District's Traffic Management Center. The successful Contractor will integrate with the District's system utilizing the CityWorks Web Services API.

Offerors should note that this will be a Fixed-Price Performance-Based Contract. The District is looking for Offerors that have a strong understanding of the effort required to complete the work. The Performance Measures established by the District are based requirements to provide good customer service, increase reliability, and ensure that the system is operational. Below is a sample of the Performance Measures (PMs) in the RFP:

Performance Measure	Goal
Mechanical Meter Operability Rate	90%
Connected Meter Operability Rate	99%
Mean Time to Repair Mechanical	24 in-service hours
Mean Time to Repair Connected	6 in-service hours
Mean Time to Repair Multi-space Meter	2 in-service hours
Meters Operable at Start of Business	99%

These PMs are assessed routinely by the District, and failure to meet them will result in liquidated damages and disincentives. The liquidated damages will be commensurate to the lost revenue. Offeror/OfferorData from the District's current MMS, iSLIMS, will be provided to Offerors allowing them to review the District's asset make up and current workload.

Because of the success of various pilots, the high adoption rate of credit card transactions, and the reliability of smart meters, the District is interested in replacing all non-connected meters with connected meters. It is the District's belief that such an action will reduce overall costs and improve performance; however, this must be balanced with the available budget for capital expenses. The District is looking for an Offeror who can install, operate, and maintain a new set of assets while keeping annual cost within the District's means.

Qualifications

Given the criticality of this effort, the District is looking for qualified Offerors based on past performance of equivalent work. The District's Parking Meter System has over 13,000 existing meters. In order to ensure that the prospective Offerors have the experience necessary to succeed, the District is looking for Offerors who have experience in comparative environments. The Parking Meters system is a critical part of the District's functions, and only firms with proven experience will be acceptable to the District.

- List all contracts within the previous 5 years that the Prime or team members have performed in the installation, maintenance, collection, operation, and upgrade of Parking Meters. Include customer contact information for each contract.
- Provide 3 references for contracts within the last 5 years for which the Offeror provided the above services in jurisdictions with a minimum of 5,000 meters. At least one of these references must be for the Prime Contractor.

Offerors should note the special DC Hire and Subcontracting Requirements while preparing their offer.

<http://ddot.dc.gov/DC/DDOT/About+DDOT/Who+We+Are/Civil+Rights/DBE>

Schedule

Contract Specifics

- B.1** The Government of the District of Columbia (District), Office of Contracting and Procurement (OCP), on behalf of the District Department of Transportation (DDOT) is seeking a Contractor to perform parking meter program management; trouble ticket intake; system data collection and provision; system and capability upgrades; installation; collection services; and maintenance services for parking meters within the District of Columbia.
- B.2** The District contemplates the award of a five (5) year multi-year performance-based contract with payment based upon firm fixed prices (FFP) and firm fixed unit prices (FFUP). The contract shall include: 1) program management; 2) service request response; 3) physical payment collection; 4) coin counting and physical deposits; 5) electronic payment processing; and 6) maintenance, rehabilitation and repair service. The District is also looking to the Contractor to provide innovative

approaches to upgrade and modernize the system and enable the District to move towards capabilities such as system-wide electronic payments, dynamic pricing, and real-time monitoring capabilities.

B.3 SCHEDULE

B.3.1 This section contains the price schedules that Offerors must return with their proposals. The price schedules must be detached, filled out and returned as part of the Offeror's price proposal. Failure to submit pricing for all contract line items (CLINs) will result in a proposal being deemed unacceptable.

B.3.2 The District anticipates awarding a single Offeror. Offerors must provide a price for each CLIN item. The Contractor shall have a 30 day start-up period after the issuance of the notice to proceed.

B.3.3 The District is interested in replacing all Mechanical Single Space Meters (MSSMs) in the District with current technology. It is anticipated that such an action would result in overall savings to the District during this life of the Contract due to the reduced maintenance and collection costs. Contractors are encouraged to submit innovative options that bring value to the District while reducing upfront costs. Offerors must indicate what technology they intend to deploy if they choose to utilize equipment not currently in use by the District.

B.3.4 This Contract utilizes several different mechanisms for Pricing:

- Firm Fixed Price (FFP): Offerors must provide a single price to perform the specified scope of work. If the table requests multiple years of pricing, the Offeror is responsible for including any escalation in pricing throughout each year. Where there is no option for multiple years, no escalation is allowed.
- Firm Fixed Unit Price (FFUP): Offerors must provide the price for performing the specified scope of work against a single unit. For example, even though the District has roughly 652 Parkeon Multi-space Meters, the Offeror will provide a price for a single unit. The intent of FFUP is to allow the District and the Contractor to adjust to changing inventories. The Contractor will bill the District monthly based on the assets under its care. Assets removed, either permanently or temporarily, will not be charged.
- Fee: A fee is a percentage that is applied to the specified work scope. For example, the District currently is processing upwards of 250,000 electronic transactions per month. The fee is the percentage of each transaction that the Offeror will charge the District to process these payments.

B.3.5 For the purpose of price evaluation, the Offeror's total price will be calculated as described in Section L. Please refer to that portion of the RFP for details. What follows is a brief summary of the methodology:

Methodology: To correctly assess the cost to the District of the Offeror's price the District will assess each element of the cost, based on proposed asset make-up combined with the District's planned upgrades. Thus the asset make-up for each year will be used to calculate the price. The District will evaluate the Refresh and Non-Refresh prices separately and down-select based on the best value to the District.

With Asset Refresh: To calculate the Offeror's price for the option including the Asset Refresh, the District will utilize the data in the Pricing Tables below to extrapolate the costs to the District throughout the asset lifecycle. Using an average life of 7 years from Contract Award for both Connected Single Space Meters and Multi-space Meters, the District will project the long term costs of the assets beyond the life of the Contract. This is in alignment with the overall concept of improving the District's asset make-up and reducing costs. Where costs are being escalated beyond the Period of Performance (POP), they will be escalated at 4%.

Without Asset Refresh: To calculate the non-asset refresh price the District will only evaluate the POP using the data provided in the Pricing Tables below.

Please see Section L for a full explanation of the calculation.

B.3.6 The District will retain the option of installing new assets under this contract. The assets listed here are currently used in the District and may change over time. The batch quantity is specified in the Pricing Table.

B.4 SCHEDULE

In order to ensure that DDOT has sufficient funding in place to let the contract option, Offerors will need to provide two separate price offers by completing both sets of Pricing Workbooks. The Workbooks are provided as separate Attachments to the RFP and can be downloaded from the District's website. Offerors are required to submit the Pricing Workbooks in both Excel and PDF format. The PDF format will provide the official record of the Offerors price. The Excel workbook will be used in the Price Evaluation. The two options the District requires are as follows:

1. An offer where existing mechanical meters are replaced with connected meters. As part of this refresh the number of metered spaces will be increased to 20,000. It is the District's belief that it is more cost effective over the life of the contract to update the meters. As long as the costs do not exceed the available budget, the District will exercise this option. The District requires that all assets be upgraded within the first year to enable improved data and revenue collection. The two options under this include a complete system refresh and a 50% system refresh. DDOT wishes to exercise the complete refresh, but the Department reserves the

right to refresh as much of the system as possible given the budget constraints. Offerors will be assessed based on their proposals, but the District reserves the right to negotiate with the successful Offeror on the exact makeup of the refresh. To provide pricing for this Option Offerors will fill out Attachment J.2.4 – Option 1 Pricing Workbook with System Refresh.

2. An offer that does not involve upgrading assets at the start of the contract. Instead, assets will be upgraded in batches as the District funds them. This offer will leave the existing mechanical meters in place until the District can fund replacements. To provide pricing for this Option Offerors will fill out Attachment J.2.5 – Option 2 Pricing Workbook with No System Refresh.

Offerors should note that they are required to provide both offers. Offerors providing a price for only one option **will be** disqualified.

B.4.1 Option with System-wide Upgrade

The following Contract Line Item Numbers (CLINs) assume a System-wide Upgrade in the first year of the Contract.

CLINs 0001-2 represent the two levels of asset refresh the District will use for the Price Evaluation process. In general the District believes that a 50% replacement is the minimum effective level and that the 100% is most desired. In either case these levels will be used to evaluate the Offeror’s understanding and pricing. The District reserves the right to negotiate with the successful Offeror on the exact make-up of the actual implementation. Offerors should complete the pricing table in the provided Attachment. The below table is for reference only.

CLIN	ITEM DESCRIPTION
0001-1	100% System-wide Upgrade
0001-2	50% System-wide Upgrade
0001-3	Dynamic Pricing Implementation (Back Office)
0001-4	Asset Condition Assessment, Locating, Renumbering and Labeling
0001-5	Evaluate and Select Circulator Meter

B.4.1.1 Program Management (FFP)

This is a Fixed Price element that covers all program management, technology, and operational costs not related to the individual assets. Offerors should complete the pricing table in the provided Attachment. The below table is for reference only.

CONTRACT LINE ITEM NO. (CLIN)	ITEM DESCRIPTION
0002	Program Management

B.4.1.2 Parking Meter Asset Maintenance Services (FFUP)

These CLINs reflect each asset that is currently in use within the District and will be updated over time as new asset models are added. Offerors proposing alternative new assets will result in a new Sub-CLIN. This section represents the cost to maintain the assets for each Contract Year. This does not include collection of physical payments or any service fees associated with Electronic Payments. Both of those items are addressed in separate CLINs. Offerors should be aware that payments under this CLIN will be calculated monthly based on the actual meters in service. Offerors should complete the pricing table in the provided Attachment. The below table is for reference only.

CONTRACT LINE ITEM NO. (CLIN)	ITEM DESCRIPTION
0003-1	Duncan Single Space Mechanical Meter
0003-2	Mackay Single Space Mechanical Meter
0003-3	Parkeon Multi-Space Meter Pay and Display Meter
0003-4	IPS Smart Meter (include all IPS fees if applicable)
0003-5	Parking Sign
0003-6	Circulator Meter
0003-7	Offeror Proposed Multi-space Meter A (Required)
0003-8	Offeror Proposed Multi-space Meter B (if proposed)
0003-9	Offeror Proposed Multi-space Meter C (if proposed)
0003-10	Offeror Proposed Single Space Connected Meter A (if proposed)
0003-11	Offeror Proposed Single Space Connected Meter B (if proposed)

0003-12	Offeror Proposed Single Space Connected Meter C (if proposed)
0003-13	Offeror Proposed Space Sensor

B.4.1.3 Physical Payment Collections (FFUP)

This CLIN reflects the efforts to collect physical payments from fielded meters. This includes coins in the case of single space meters and coins and in the case of multi-space meters. Due to the anticipated decline in physical payment, the District has selected a percentage of coin revenue option. Payment for collection assessed per meter. Offeror's will be asked to bid the percentage of coin revenue collected they require to perform the service. Offeror's price will be evaluated based the most recent month's collections extrapolated out to 12 months. Offerors should note that except for the Mechanical Meters meter's listed below also accept virtual payments as will any new meters installed. Offerors should complete the pricing table in the provided Attachment. The below table is for reference only.

CONTRACT LINE ITEM NO. (CLIN)	ITEM DESCRIPTION
0004-1	Mechanical Meter Collection
0004-2	Multi-space Meter Collection
0004-3	Connected Meter Collection
0004-4	Circulator Meter

B.4.1.4 Batch CLINs (FFUP)

Installation of new assets based on the batch quantity. While the System-wide Asset Refresh will replace all existing assets, this option will allow the District increase the amount of metered spaces throughout the city. Offerors should complete the pricing table in the provided Attachment. The below table is for reference only.

CONTRACT LINE ITEM NO. (CLIN)	ITEM DESCRIPTION	BATCH QTY
0005-1	IPS Smart Meter (include all IPS fees if applicable)	250
0005-4	Offeror Proposed Multi-space Meter A (Required)	25

0005-5	Offeror Proposed Multi-space Meter B (if proposed)	25
0005-6	Offeror Proposed Multi-space Meter C (if proposed)	25
0005-7	Offeror Proposed Single Space Connected Meter A (if proposed)	250
0005-8	Offeror Proposed Single Space Connected Meter B (if proposed)	250
0005-9	Offeror Proposed Single Space Connected Meter C (if proposed)	250
0005-10	Offeror Proposed Space Sensor	250
0005-11	Sign Refresh	160
0005-12	Retrofit of Existing Parkeon MSM	25
0005-13	Install Circulator Meter	1
0005-14	Relocate Installed MSM Meter	1
0005-15	Relocate Installed SSM Meter	10
0005-16	Install Pole and Base for SSM	250
0005-17	Remove SSM including Pole and Base	250
0005-18	Install Bike Rack on SSM Pole	25
0005-19	Removal of MSM	1

B.4.1.5 Transaction Processing (Fee)

This is the fee that the Contractor will charge the District for processing electronic payments. Offerors should complete the pricing table in the provided Attachment. The below table is for reference only.

CONTRACT LINE ITEM NO. (CLIN)	ITEM DESCRIPTION
0006	Transaction Processing Fee

B.4.1.6 Mobilization (Fee)

See Section H.17. Offerors should complete the pricing table in the provided Attachment. The Mobilization Amount will be calculated automatically based on the Offeror's Price.

CONTRACT LINE ITEM NO. (CLIN)	ITEM DESCRIPTION
0007	Mobilization Section H.17

B.4.2 Option with No System-wide Refresh

The following CLINs assume that the majority of the existing assets will remain in place during the life of the Contract and will be replaced piecemeal as the District acquires funding.

B.4.2.1 Program Management (FFP)

This is a Fixed Price element that covers all program management, technology, and operational costs not related to the individual assets. Offerors should complete the pricing table in the provided Attachment. The below table is for reference only.

CONTRACT LINE ITEM NO. (CLIN)	ITEM DESCRIPTION
0008	Program Management

B.4.2.2 Parking Meter Asset Maintenance Services (FFUP)

These CLINs reflect each asset that is currently in use within the District and will be updated over time as new asset models are added. Offerors proposing alternative new assets will result in a new Sub-CLIN. This section represents the cost to maintain the assets for each Contract Year. This does not include collection of physical payments or any service fees associated with Electronic Payments. Both of those items are addressed in separate CLINs. Offerors should be aware that payments under this CLIN will be calculated monthly based on the actual meters in service. Offerors should complete the pricing table in the provided Attachment. The below table is for reference only.

CONTRACT LINE ITEM NO. (CLIN)	ITEM DESCRIPTION
0009-1	Duncan Single Space Mechanical Meter
0009-2	Mackay Single Space Mechanical Meter
0009-3	Parkeon Multi-Space Meter Pay and Display Meter

0009-4	IPS Smart Meter (include all IPS fees if applicable)
0009-5	Parking Sign
0009-6	Circulator Meter
0009-7	Offeror Proposed Pay by Space Multi-space Meter A
0009-8	Offeror Proposed Space Sensor

B.4.2.3 Physical Payment Collections (FFUP)

This CLIN reflects the efforts to collect physical payments from fielded meters. This only includes coins as bills are not accepted at meters. Due to the anticipated decline in physical payment, the District has selected a percentage of coin revenue option. Payment for collection assessed per meter. Offeror's will be asked to bid the percentage of coin revenue collected they require to perform the service. Offeror's price will be evaluated based the most recent month's collections extrapolated out to 12 months. Offerors should note that except for the Mechanical Meters meter's listed below also accept virtual payments as will any new meters installed. Offerors should complete the pricing table in the provided Attachment. The below table is for reference only.

CONTRACT LINE ITEM NO. (CLIN)	ITEM DESCRIPTION
0010-1	Mechanical Meter Collection
0010-2	Multi-space Meter Collection
0010-3	Connected Meter Collection
0010-4	Circulator Meter

B.4.2.4 Batch CLINs (FFP)

Installations of new assets based on the batch quantity. In addition, there is option for adding an interface from the Offeror's systems to the District's. Offerors should complete the pricing table in the provided Attachment. The below table is for reference only.

CONTRACT LINE ITEM NO. (CLIN)	ITEM DESCRIPTION	BATCH QTY
0011-1	IPS Smart Meter (include all IPS fees if applicable)	250
0011-4	Offeror Proposed Multi-space Meter A (Required)	25
0011-5	Offeror Proposed Multi-space Meter B (if proposed)	25

0011-6	Offeror Proposed Multi-space Meter C (if proposed)	25
0011-7	Offeror Proposed Single Space Connected Meter A (if proposed)	250
0011-8	Offeror Proposed Single Space Connected Meter B (if proposed)	250
0011-9	Offeror Proposed Single Space Connected Meter C (if proposed)	250
0011-10	Offeror Proposed Space Sensor	250
0011-11	Sign Refresh	160
0011-12	Retrofit of Existing Parkeon MSM	25
0011-13	Install Circulator Meter	1
0011-14	Relocate Installed MSM Meter	1
0011-15	Relocate Installed SSM Meter	10
0011-16	Install Pole and Base for SSM	250
0011-17	Remove SSM including Pole and Base	250
0011-18	Install Bike Rack on SSM Pole	25
0011-19	Removal of MSM	1

B.4.3 Transaction Processing (Fee)

This is the fee that the Contractor will charge the District for processing electronic payments. Offerors should complete the pricing table in the provided Attachment. The below table is for reference only.

CONTRACT LINE ITEM NO. (CLIN)	ITEM DESCRIPTION
0012	Transaction Processing Fee

B.4.4 Single Option Batch CLINs (FFP)

This refers to the implementation of dynamic pricing capabilities for the District in the absence of a System-wide Refresh. Offerors should complete the pricing table in the provided Attachment. The below table is for reference only.

CONTRACT LINE ITEM NO. (CLIN)	ITEM DESCRIPTION
0013-1	Dynamic Pricing Implementation
00013-2	Develop Circulator Meter

0013-3	Asset Condition Assessment, Locating, Renumbering and Labeling
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B.4.5 Mobilization (Fee)

See Section H.17. Offerors should complete the pricing table in the provided Attachment. The Mobilization Amount will be calculated automatically based on the Offeror's Price.

CONTRACT LINE ITEM NO. (CLIN)	ITEM DESCRIPTION
0014	Mobilization Section H.17

SECTION C: SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE

The District of Columbia OCP on behalf of the DDOT Traffic Operations Administration (TOA) intends to enter into a performance-based contract for parking meter management, program management, maintenance, collection, revenue counting, enhancements, and installation services within the District of Columbia. Based on affordability, this Contract may also include a system-wide asset refresh.

C.1.1 Areas of Responsibility

The Contractor shall assume responsibility for the Parking Meter System and provide system upgrades or enhancements, program management, problem resolution, revenue collection, transaction processing, and parking meter maintenance and installation throughout the District of Columbia. Offerors are encouraged to propose innovative techniques, technologies and equipment, including techniques and equipment not currently used by the District. By encouraging the use of innovation, the District hopes to enhance safety and the value of assets under this contract while minimizing maintenance and other costs. The District encourages full analysis of the cost and benefits of new options so that a complete picture of the enhancement is understood. The Contractor shall provide the following services:

- C.1.1.1 **Asset Installation and Decommissioning:** Upon acceptance from DDOT, install new assets, meters, or signs, either as part of a system-wide refresh, exercise of a Batch CLIN, or as part of a system expansion. Contractor shall be responsible for all work, equipment, and components necessary to install, connect, and warranty new assets. This will include asset refresh, asset conversion, or asset replacement. If directed, the Contractor will decommission assets, removing them from service.
- C.1.1.2 **Program Management:** Management of the Parking Meter System within the District of Columbia on a day-to-day basis. This includes managing all personnel, acquiring supplies and spare units and spare parts, collecting payments, receiving and responding to service requests, and providing data back to the District.
- C.1.1.3 **Maintenance Management:** Monitoring and maintaining fielded parking meters. This should include real-time electronic monitoring of all networked meters, routine inspection of all assets, and preventive and corrective maintenance. All connected meters will be networked to provide data to the District.

The Contractor must provide data from their Parking Meter Management Systems (PMMS) to the District in near real-time (within 15 minutes). Such data includes, but is not limited to, maintenance activities, collection activities, trouble tickets, data monitoring, etc. Specific requirements for this provision are provided in Appendix J.2.1: Data Exchange Standards. This data is subject to audit and will be used to assess the Contractor's performance. The District intends to independently verify data being input into the PMMS.

Monitoring and maintenance of all Parking Meter signage. The Contractor shall be responsible for updating signage as assets are changed. The Contractor shall also be responsible for signage refreshes based on changes to the DC Parking Meter System.

- C.1.1.4 **Revenue Collection and Processing:** Meter revenue collection and revenue counting, electronic and physical, throughout the District on a scheduled basis so as to optimize efficiency and maximize accuracy and accountability. Contractor shall perform all back office processing of electronic transactions on behalf of the District.

The successful Contractor shall supply all of the labor, supervision, materials, supplies and equipment (unless otherwise provided by the District) necessary to perform all tasks and meet the performance standards defined in this contract.

C.1.2 Coordination

The Contractor is expected to work in close coordination with the District and will be held accountable for its actions while conducting operations in public.

- C.1.2.1 The Contractor shall work with the District and shall be held accountable to the same standards of behavior (as a minimum), confidentiality, and workmanship as District personnel. All work performed by Contractor shall be in accordance with District laws and other applicable rules, guidelines, and standards.

- C.1.2.2 It shall be noted that the Contractor must establish and maintain a working relationship with the Department of Public Works (DPW) Parking Enforcement personnel for the successful performance of this Contract. This coordination is key because parking enforcement operational issues directly affect parking operations. The DDOT/TOA shall help to facilitate this coordination through regular meetings with DPW personnel. The Contractor shall attend these meetings. In addition the Contractor shall coordinate with the Mayor's Call Center and the Office of the Chief Technology Officer.

C.2 Definitions

- C.2.1 **Meter Operability:** The ability of a meter to receive payment and display time purchased for metered space. In the case of each connected meter, the District shall

define operability as the ability to receive and record payments in the form of hard currency **OR** electronic payments. For Pay and Display stations the ability to print a receipt for time purchased for a metered space is also required. Meter Operability for mechanical meters shall be determined through random field inspections. Meter Operability for connected meters will be assessed through the reports generated by the Parking Meter Management System.

- C.2.2 **Meter-In-Service:** The District shall consider a meter to be “in service” if during any 24 hour period, or portion thereof, beginning at 12:00 am, the District requires payment for the utilization of a metered space and for which the meter has been installed for that space. Meters taken out-of-service by the District or pursuant to District authorization are not considered to be Meters-in-Service.
- C.2.3 **Metered Day:** The District determines Metered Days on a per space basis. Metered Days are governed by legislation passed by the District Council. Currently, most Metered Days for District parking spaces consist of Monday through Saturday and exclude District holidays. Each Metered Day shall begin at 12:00am and shall end at 11:59 P.M.
- C.2.4 **District Business Day:** A District Business Day shall consist of days Monday through Saturday and shall exclude legal Holidays observed by the District Government.
- C.2.5 **Contract Award Date:** Date on which the District’s Contracting Officer signs the contract. The term of the contract shall be for a period of five (5) years from the Contract Award Date.
- C.2.6 **Meter Operability Rate:** The District shall determine the Meter Operability Rate by dividing the number of operable Meters-in-Service by the total inventory of Meters-in-Service on a given Metered Day. Metered spaces that have been taken out of service by the District shall not count toward the total inventory of Meters-in-Service. The District shall determine the Meter Operability Rate separately for mechanical single-space meters, connected single space meters, and multi-space meters.
- C.2.7 **Meter Revenue Capture Rate:** The relationship, expressed as a percentage of actual revenues collected to potential revenues that could be generated by the parking meters, is determined by the District by dividing the revenues collected by the Contractor on the District’s behalf by the potential revenues that could be generated by Meters-in-Service in the District. The District determines potential revenues by the Meters-in-Service in the District, the rates and hours of meter operations in effect at the time of calculation and the Metered Days over the period of measurement. Through the addition of connected meters and alternate payment options the capture rate will be refined and better determined over time.

- C.2.8 **Connected Meter:** A meter connected to the system through a network connection and capable of accepting electronic payments and reporting failures.
- C.2.9 **Trouble Ticket Intake:** The District currently receives all trouble calls regarding parking meters through the Mayor’s Call Center. The Contractor’s Parking Meter Management System shall receive tickets from the District’s Maintenance Management System through electronic data exchange and shall update tickets back to the District.
- C.2.10 **Maintenance Management System:** The District uses CityWorks as it’s MMS and will expect that the successful Offeror will exchange data with CityWorks to receive and update trouble tickets.
- C.2.11 **Parking Meter Management System:** This is the system that the Contractor shall provide to manage the parking meter assets, report information to the District, and ensure operational availability. This system should contain all of the information regarding the parking meters under the contract, their condition, their performance, and the revenues collected. This may be a single system or a collection of systems. The PMMS is will be in place 30 days after the start of the Contract. Integration with the District’s systems will be completed 90 days after contract start. The Contractor shall provide the District access to the system via 10 accounts in addition to providing data to the District. The District will have complete non-administrative access to the system excluding cost data. In addition, the Offeror shall provide 10 portable devices with wireless connectivity for use by DDOT field personnel in assessing the Parking Meter System. These portable devices will allow personnel to directly enter work requests into the Offeror’s PMMS. Portable devices must be able to scan the bar codes/QR codes on the assets to correctly identify the asset. They must allow the District’s employees to enter work requests directly into the Offeror’s PMMS. A tablet device with a 7” screen and wireless connectivity is preferred, but not required so long as the device is capable of allowing accurate data entry into the PMMS.
- DPW Parking enforcement data is currently collected using the following three types of handheld Personal Digital Assistant (PDA): Dolphin 9500, Dolphin 9900, DAP 5240X. DDOT Traffic Control Enforcement uses the following type of PDA handheld: MC75 Motorola Enterprise Digital Assistant. The Offeror’s PMMS must support those devices.
- C.2.12 **Mean Time to Repair:** The time it takes to repair an asset from the time the failure is identified until the asset is once again in working order, averaged across all assets of that type (Mechanical Single Space Meter, Connected Meter, Multi-space Meter, Sign).

C.2.13 **Parkeon:** The District's currently installed multi-space meters. The District uses the Pay and Display version. Offerors should note that all new meters must be Pay by Space. Web link is <http://www.parkeon.com/>

C.2.14 **IPS Smart Meter:** The District's selected provider of single space connected meters. The District currently pays for the licensing and processing through an agreement with IPS, but Offerors are required to negotiate their own agreement with IPS. Web link is <http://www.ipsgroupinc.com/parking-meters/>

C.3 **BACKGROUND AND OBJECTIVES**

C.3.1 Background

C.3.1.1 Currently, the DDOT/TOA operates approximately 18,000 metered spaces on District streets. Access to the District's MMS will be provided to Prime Offerors for review of the District's assets. While the majority of these meters are mechanical single space meters, the District has added a number of Multi-Space Meters and Smart Meters. DDOT continues to look at new and innovative options such as Pay by Cell and In Car Meters (if introduced). Several successful pilots have been completed, and these options are expected to be expanded to more District areas. Neither Pay by Cell nor In Car Meters are covered under this Contract, but the Contractor should be aware of their existence and the potential impact on usage of physical devices in the system.

C.3.1.2 Meter utilization varies from route to route. As the District moves towards alternative payment methods, it is anticipated that electronic payments will increase over time, reducing physical collections further.

C.3.1.3 Offerors shall note that this is a performance-based asset management contract and not just a collection, maintenance and repair contract. As such, the Contractor shall monitor the condition of parking meters within the District's system and, as required under this contract, perform preventive maintenance, repair and rehabilitation work as appropriate. The contractor shall receive an incentive fee based exceeding the performance measures. The Contractor shall be assessed liquidated damages for not maintaining assets at the established operability rate and may be assessed a disincentive for failing to meet Performance Measures.

C.3.2 Objectives

The overall objectives of this RFP are to procure the services of a Contractor who shall provide the management, supervision, personnel, equipment, facilities and supplies necessary to procure, install/retrofit, maintain, collect and monitor the performance of the District's parking meters. The Contractor shall be required to convert District parking meters, to newer updated technology on a staged basis and to manage, operate and maintain all parking meters with the goal of meeting the following threshold objectives:

- C.3.2.1 **90% Mechanical Meter Operability Rate:** Through proactive Contractor performance, the District seeks a single space mechanical meter operability rate of 90% and above. Failure to meet this rate may result in either liquidated damages or disincentives. The District will use surveillance and auditing to measure the operability of mechanical meters.
- C.3.2.2 **99% Connected Meter Operability Rate:** Through proactive Contractor performance, the District seeks a connected meter operability rate of 99% and above. Failure to meet this rate may result in either liquidated damages or disincentives.
- C.3.2.3 **Reportable and Measurable Performance:** Meter operability shall be reportable and measurable by the Contractor and District personnel through a shared set of data contained in the Contractor's systems and provided to DC via a data interface.
- C.3.2.4 **Single-Source Accountability:** Through this contract, the District will hold the Contractor accountable for performance and will provide incentives/disincentives and the assessment of liquidated damages related to that performance.
- C.3.2.5 **New Technology:** The District is in the process of implementing several new innovative Parking Meter technologies. The District will value a partner with experience in assessing, evaluating, and deploying new technology.
- C.3.2.6 **Verification and Controls:** The District will require quality control and quality assurance protocols that enhance revenue verification and accounting controls to ensure the interests of the tax payers and parking meter customers.
- C.3.2.7 **Local Benefit Objectives:** The District will require compliance to the District Hire Requirement and the Subcontracting Requirement. Refer to Sections G.3.

C.4 REQUIREMENTS

Unless otherwise noted, the Contractor shall be responsible for providing all materials, equipment, and labor necessary to complete the tasks to the appropriate performance standard. Except where specifically noted, there will be no government-furnished labor, materials, equipment, office space, storage areas or other items necessary to complete the work. The Contractor's office and storage areas must be physically located in the District of Columbia.

C.4.1 The Contract will be a Firm Fixed Price (FFP) contract with Firm Fixed Unit Prices (FFUP). The technology and assets will change throughout the life of the contract. Rather than attempt to determine a static inventory, the Contractor will charge the District based on the assets placed under its care. The amount due for assets maintained under FFUP will be calculated monthly.

C.4.2 Performance Measures (PM) will be used to track Contractor performance against District expectations. Exceeding the PM requirements will make the Contractor eligible for an Incentive. Failure to meet the requirements may result in a Disincentive. See Section H.14 for more details.

C.4.3 Liquidated Damages are included in this contract that represents the lost revenue for failed assets. Liquidated damages are assessed on an hourly basis for mechanical meters and a quarter hour basis for connected meters. See Section H.13 for more details.

C.4.4 A number of items are included as District Batch CLINs (CLINs 0007 or 0013). At any time during years 1 through 5 of the contract, the Contracting Officer (CO) may exercise the District's right to order services from one or more of these CLINs (on an individual item basis at the fixed unit price proposed) for inclusion in the contract, based upon the availability of funds. At the request of the COTR and as a condition to proceeding with Batch CLINs 0007 or 0013, the Contractor shall deliver, within five (5) business days of such a request, an electronic copy and ten (10) bound paper copies of a detailed implementation plan addressing the specific tasks to be performed, including but not limited to procurement of meters, warehousing of inventory, construction management, and acceptance testing criteria and plan.

C.5 Detailed Scope

C.5.1 System-wide Asset Refresh

As noted, the District currently has roughly 12,000 mechanical meters installed with roughly 500 planned to be taken out of service. These meters are approaching their end of life and are not capable of accepting electronic payments. In order to continue to move the District forward and provide better customer service through an enhanced system and multiple modes of payment, the District is looking to

upgrade the remaining mechanical meters (approximately 11,500) to connected meters. To this end, Offerors shall submit an Asset Upgrade Plan that contains:

- The proposed mixture of Multi-space vs. Single Space Connected Meters. Offerors will also enter this information in Attachment J.2.4 – Option 1 Pricing Workbook with System Refresh. The proposed solution must cover 20,000 spaces.
- Additional components (network gateways, cellular service, etc) that are required to establish connected functionality
- Proposed project timeline for the replacement of mechanical meters
- Offerors must at a minimum propose a Pay by Space Multi-Space Meter. In addition Offerors may propose additional meters for both Multi-Space and Single Space Meters.
- Removal of the current Single Space Meters is required, but removal of the posts is not. Where Offerors propose MSMs the posts will be used to hold Space Number Signage.

C.5.1.1 If this CLIN is exercised, the District will be looking for the Contractor to replace all Mechanical Meters in the District with connected meters. In addition the District will be looking to increase the number of metered spaces to 20,000 (and increase of roughly 2,000). The mixture of multi-space vs. single space meters should be addressed within the Contractor's Asset Refresh Plan and entered into Attachment J.2.4.

C.5.1.2 The Contractor shall be responsible for all costs of installation and infrastructure required to support the installation. All electrical requirements, network gateways, wireless communications, and physical installation costs will be included. Any components of the system will become the property of DDOT upon completion of installation.

C.5.1.3 The Contractor shall maintain warranties on all items installed. The Contract shall not charge the District for services provided under warranty. A 1 year minimum warranty on materials is required. If the Contractor receives a warranty on labor, that warranty shall also be provided to the District. Offerors should ensure that the pricing provided in the Attachment J.2.4 is reflective of this warranty.

C.5.1.4 The Contractor shall pay all recurring fees required to operate the connected meters during the duration of the Contract. In specific the currently installed IPS meters have a monthly fee associated with them. Offerors are required to negotiate their own rates for the IPS Meters.

C.5.1.5 The Contractor shall work in coordination with the Personal Property Division of OCP to sell used meter posts that have been removed due to the installation of multi-space meters for scrap value after establishing the acceptable level of inventory. The Contractor shall catalog meter mechanisms, vaults and vault locks housings and provide them to the District for disposal and/or resale.

C.5.1.6 The District has selected a single space connected meter OEM through a competitive process, but is willing to consider alternatives to these vendors. The IPS meters represent the District's selection of accepted meters for Single Space Meters. If an Offeror wishes to use any other model of meter, they must submit the following information as part of their Asset Refresh Plan. The meters will be reviewed by the District for adherence to the criteria in Attachments J.2.2 and J.2.3 used to select the current models. Offerors must submit the following information:

- Manufacturer
- Model
- Function (Multi-space or Single Space)
- Manufacturer's Suggested Retail Price
- Recurring costs of operation that will transfer to the District upon completion of the Contract (transaction fees, processing fees, licensing fees, etc.)
- Operations and Maintenance Manual (or contact information at the manufacturer to acquire). The O&M Manual will not count against the page limit of the Asset Refresh Plan.
- Contact information for 3 jurisdictions with active inventories of at least:
 - 3,000 Single Space Meters of the proposed model or
 - 500 Multi-space Meters of the proposed model

The District reserves the right to refuse any proposed model based on our criteria. Offerors should refer to Appendices J.2.2 and J.2.3 for complete details of the specifications and requirements. Meters must be interoperable with the current system and will be required to integrate with the Offeror's proposed Parking Meter Management System and the Dynamic Pricing System. Offerors should note that replacement of existing connected meters is not allowed, and the Offeror will be required to maintain spares for both existing connected meters and any proposed and accepted connected meters.

C.5.1.7 For all new connected assets installed, the Offeror shall provide Electronic Locks in accordance with the following specifications.

- The Single Space Parking Meter shall include an electro-mechanical vault door lock. The lock shall only be powered by the electronic key and shall be constructed with a stainless steel outer shell and face plate. The face plate shall provide resistance to drilling and shall break away and spin freely when exposed to a forced open attempt exceeding 80 inch-pounds of torque. The lock shall record and store no less than the last 500 access events, including actual accesses and unauthorized attempted access.
- The Multi-space Parking Meter shall have only electro-mechanical door locks. The lock shall only be powered by the electronic key and shall be constructed with a stainless steel outer shell and face plate. The face plate shall provide resistance to drilling and shall break away and spin freely when exposed to a forced open attempt exceeding 80 inch-pounds of torque. The lock shall record and store no less than the last 500 access events, including actual accesses and unauthorized attempted access.
- Keys for electronic locks must feature an all metal construction and a changeable hardened stainless steel key tip. Electronics must be securely potted inside the metal body of the key. Memory must be non-volatile and protected by a separate internal battery. Keys must be programmable to operate specific locks during specified schedules and not operate past expiration. Electronic keys must provide all power to the locks. Keys shall include a rechargeable battery with a life cycle of no less than 2,000 openings per charge. Keys must incorporate field replaceable, gold plated, pogo pin style data contacts for electronic communications with electronic locks.

C.5.1.8 Installation of the meters will be in accordance with DDOT specifications.

- MSM: 24x24x24 base as minimum for a freestanding installation. When mounting to existing sidewalk or substructure, a 6" minimum depth is required for Hilti bolt installations.
- Single Space: The dirt installations are a minimum of 8" in diameter and 18" in depth filled with concrete. A cross bolt or anchor is required to prevent spinning and to better anchor the post in the concrete.

C.5.2 Dynamic Pricing

Dynamic pricing is the ability to change the rate for parking based on the level of availability. The fewer spaces available, the higher the rate charged per hour. Dynamic pricing represents a valuable tool in managing parking spaces as a

resource and helping to ensure the availability of parking spaces within the District. Dynamic Pricing is not currently implemented within the District and requires Council approval before it can be implemented. As such, Offerors should not assume that Dynamic Pricing will be implemented as part of their proposals. In using this tool, the District is looking to adjust pricing on a localized level to reach an occupancy level between 80-90%.

- C.5.2.1 If exercised, the Contractor shall implement the capability to dynamically adjust pricing at meters based on the level of demand. All meters installed shall be capable of this function.
- C.5.2.2 As part of this contract, the Contractor shall provide other vendors with the data necessary to adjust their pricing in coordination with the Contractor's. This includes, but is not limited to, Pay by Cell vendors, In Car Meter vendors, IPS Smart Meter vendors, and Parkeon Multi-space meter vendors, as well as any connected meter vendors proposed by the Offeror and approved by the District. Please note that the Contractor is required to receive data from and provide data to these devices, not modify their systems to perform dynamic pricing. The Offeror will provide the data to connected meters through its PMMS. For external systems such as Pay by Cell or In Car Meters, information will be provided via data exchange.
- C.5.2.3 Dynamic Pricing is very time sensitive. The system implemented by the Offeror shall be capable of sending updated meter pricing in 5 minute increments without affecting system users who have already paid for time.
- C.5.2.4 The solution shall be capable of changing pricing based on a 10 block area at the lowest level.
- C.5.2.5 As part of the Dynamic Pricing implementation the Offeror will also provide data on parking availability to the District. The same data used for determining availability within a 10 block area will be provided to the public for the purposes of directing drivers to areas with available on street parking. The Offeror is not required to develop this application, but will be required to provide accurate information on curbside parking availability.

C.5.3 Parking Meter Program Management

The Contractor shall furnish all management, supervision, personnel, equipment, materials and supplies to manage and operate the District's parking meters. Offerors should note that the District expects a dedicated management team solely focused on this critical project. To that end, the Program Manager and other Key Personnel shall dedicate 90% of their time to this project. The Contractor shall be

responsible for project management and coordination of activities, including planning and directing all subcontractor efforts, establishing and maintaining project schedules, and overseeing parking meter upgrades, installation, and replacement, specified under all CLINs. The Contractor shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all tasks necessary to provide services, as defined in this Statement of Work. Specific responsibilities include program management and oversight of installation, collection, parking meter revenue counting, and repair and maintenance. The Contractor shall collect, maintain and disseminate detailed information on the parking meters and system performance in accordance with the Data Exchange Standards in Appendix J.2.1.

C.5.3.1 PM’s will be used to assess the Contractor’s performance and determine whether or not the Contractor is eligible for an incentive. Failure to meet the required level of service may result in liquidated damages. Liquidated damages are discussed in H.13. A sample of the applicable PMs are:

Performance Measure	Goal
Reports Delivered on Time	98%
Data from the PMMS Provided in Near Real Time	99%
Trouble Tickets Tracked to Resolution	98%
Subcontractor Plan Compliance	98%
DC Hire Compliance	98%

C.5.3.2 Within 30 days of the Contract Award Date, the Contractor shall submit for COTR review and approval of an electronic copy and ten (10) bound paper copies of its Staffing/Management plan defining the key staff for the project and the project management team. Where planned staff differs from that proposed in the Contractor’s proposal response, the Contractor shall submit a current resume and justification for any differences from the Contractor’s proposal response. Other information that must be included in the staffing/management plan includes:

- Location of primary office in which centralized project activity will occur and in which the Contractor’s project manager will reside;
- Location of resources (offices, equipment, manpower and materials) to be utilized;
- Proposed plan for communication and coordination among team and key staff;
- Proposed plan for material inventory and timely supply; and

- Safety Plan for the project.

C.5.3.3 No later than 30 days after the Contract Award Date, the Contractor shall deliver to the COTR an electronic copy and ten (10) bound paper copies of a Work Plan that in form and substance is satisfactory to the COTR, covering the period from the Contract Award Date through the first anniversary of the Contract Award Date. The work plan shall describe the initial work dates and the manner in which the Contractor shall assume responsibility for specified assets. In preparing the plan, the Contractor must consult with appropriate DDOT/TOA staff. The plan must contain detailed strategies for ensuring that labor, material and equipment are available and ready to perform under the contract.

C.5.3.4 Within 30 days from the Contract Award Date, the Contactor shall submit an electronic copy and ten (10) bound paper copies of a detailed Quality Assurance/Quality Control (QA/QC) plan that describes how the Contractor shall monitor its own performance to ensure performance standards are achieved. The QA/QC Plan will define the procedures to ensure that all work meets or exceeds performance standards. The QA/QC Plan will also define reporting procedures to the District to ensure approval of proposed work, services and products. Finally, the QA/QC Plan shall also discuss in detail the security and accounting controls that will be utilized to ensure against theft and shrinkage of collected revenues.

C.5.3.5 Within the first 60 days from the Contract Award Date, the Contractor shall develop Standard Operating Procedures (SOP) for the activities performed under each CLIN of the Contract including specific procedures for monitoring the condition and operability of meters throughout the District. The Contractor shall deliver these standard operating procedures to the COTR for review and comment prior to final implementation. The Contactor shall incorporate all recommendations that are within the scope of this contract. The Contractor shall deliver a final version of the standard operating procedures to the COTR within 90 days of the Contract Award Date. The Contractor shall deliver updated SOPs each year commencing on the first anniversary of the Contract Award Date or upon the adoption of new technology that would require a change. The updated SOPs must reflect any and all changes to the system or to the Contractor's approach to carrying out the tasks under the Statement of Work.

C.5.3.6 The Contractor shall implement procedures to ensure that each asset in the District is inspected at least once per year. These procedures shall require the Contractor to document the last inspection date and any unsatisfactory conditions, such as meter inoperability, unclear dimes,

bent posts, graffiti, and any other issue associated with the condition of the meter inventory. Upon completion of each inspection, the Contractor shall update the inventory database. The Contractor shall update the asset condition within their PMMS and transfer the information to the District's MMS.

C.5.3.7 The Contractor shall be responsible for coordinating with the COTR, the Metropolitan Police Department, and other emergency response organizations in its response to emergency incidents related to the assets for which it is responsible. For this contract, this includes incidents related to downed meter posts and any other possible public safety issue related to the condition of any District-owned parking meter. The Contractor shall respond promptly (within 2 hours of notification by the District) and make the roadway and sidewalk safe by removing hazards from the right-of-way, if needed, and providing 24 hour, 7 days a week coverage to respond to emergencies. The Contractor shall bear the costs of emergency response actions as part of their responsibilities as asset manager. The Contractor shall also contact the MPD or any other public safety agency having police jurisdiction at the location of the accident such as the Capitol Hill Police in an effort to acquire the accident report in order for the District to be reimbursed for damages to District property. The Contractor shall demonstrate its best efforts in obtaining information necessary for the District to pursue cost reimbursement through insurance companies. It is estimated that incidents requiring an emergency response occur approximately six (6) times per year. Regardless, the Project Manager or their designee will be available to the District 24/7 with an acknowledgement required within 2 hours of the request.

C.5.3.8 The Contractor shall assist the District in its parking violation adjudication efforts by developing reports at the COTR's request. These reports may be produced by the Contractor's PMMS or may require downloading coin audit data from meter mechanisms. The existing single space meters possess the capability of downloading coin audit data to a handheld device. The connected meters possess the capability of transferring data on operational status automatically. This requirement refers to the practice of confirming the operational status of the meters for a period of time during which a parking citation was issued and subsequently contested by the recipient. At the COTR's request, the Contractor shall download coin audit data and provide this information in electronic format to the COTR. The District estimates that, on average, the current Contractor processes 75 requests for coin audit data each day. The District also expects that this information will be produced by the Contractor's PMMS system

for connected meters. The Contractor shall provide the handheld devices as needed for extracting this information from the Duncan mechanisms and/or the new mechanisms installed under this contract if applicable. Notwithstanding the requirement for the Contractor to repair all inoperable meters at its own expense regardless of cause, if the cause of the repair event is insured by a third party's insurance policy and the District receives compensation, the District shall reimburse the Contractor its costs up to the amount of the insurance claim payment.

C.5.3.9 Within 30 Days of NTP, the Contractor shall have their PMMS operational and will provide access to the system to the District. If requested, the Contractor will provide additional information in the form of reports from the system in order to assist the District in planning and operating the program. Within 30 Days of NTP, the Contractor shall submit a Plan for exchanging data between the PMMS and the District's MMS. Within 60 Days of approval of the plan, the Contractor shall complete the exchange. See Appendix J.2.1 for more details on the required data elements.

C.5.3.10 Offerors shall include the cost of all physical offices, including the Collection Facility within this CLIN.

C.5.3.10 Deliverables

Deliverable	Due Date
Staffing/Management Plan	30 Days from NTP
Work Plan	30 Days from NTP
QA/QC Plan	30 Days from NTP
SOPs	60 Days from NTP
Annual Asset Condition Report	365 Days from NTP
Incident Reports for Cost Reimbursement	Ongoing as needed
Parking Violation Adjudication Reports	Ongoing as needed
Data Exchange Implementation Plan	30 Days from NTP

C.5.4 Asset Maintenance and Repair

The Contractor shall execute and perform preventive and corrective maintenance for the upkeep of all parking meter assets in the District of Columbia. This shall include existing meters, upgraded/retrofitted meters, new meters, connected meters, and Parking signage. The Contractor shall repair all assets that are inoperable, not plumb, or damaged, at its own expense, regardless of cause.

C.5.4.1 Performance Measures will be used to assess the Contractor’s performance and determine whether or not the Contractor is eligible for an incentive. Failure to meet the required level of service may result in liquidated damages. Examples of applicable PMs are:

Performance Measure	Goal
Mechanical Meter Operability Rate	90%
Connected Meter Operability Rate	99%
Mean Time to Repair Mechanical	24 hours
Mean Time to Repair Connected	6 hours
Multi-space Meter	2 hours
All Meters Operable at Start of Business	99%
Meter Removed from Service	3 days
Mean Time to Repair Sign	5 days

C.5.4.2 The assets will be maintained in compliance with the Performance Measure. If the Contractor fails to meet the performance standards for meters as required, the District shall assess applicable liquidated damages against the Contractor, as described in Section H.13.

C.5.4.3 The Contractor shall fund and provide for all replacement parts, including but not limited to mechanisms, housings, domes, posts, DDOT/TOA required rate plates, new signs, and decals that may be required over the contract term. The Contractor shall own these items until they are deployed and become fully operational in the field, at which time the Title to such replacement parts shall vest in the District.

C.5.4.4 The Contractor shall maintain the appearance of all assets to be free of graffiti and any obstructions to a meter’s display or a sign’s face. To the extent a meter’s display or a sign is obstructed due to vandalism or wear and tear, the Contractor shall clean or replace such surfaces to ensure adequate visibility of a meter’s display within the indicated Performance Measure.

C.5.4.5 The Contractor shall provide and maintain an inventory of all District-owned assets. Within 90 days of the Contract Award Date, the Contractor shall furnish to DDOT/TOA a complete inventory of all equipment not deployed on the streets of the District (i.e., a spares inventory). The inventory shall include asset description, condition and potential for use. The Contractor shall provide this inventory in electronic spreadsheet format. This inventory will be updated quarterly and provided to DDOT.

C. 3.4.6 The Contractor shall report the number and location of any and all assets that are inoperable or damaged. The Contractor shall enter this

information into the Parking Meter Management System and transmit to DDOT/TOA personnel electronically. This information must identify assets affected by outages and their locations, type of outage, date and time reported, and repair action including date and time. This data will be provided electronically to the District's MMS via the Contractor's PMMS within 15 minutes of entry/update.

- C. 3.4.7 The District shall transmit trouble tickets from the District's Call Center to the Contractor electronically and directly into the Contractor's MMS for meters that have a reported problem related to operability or appearance. The transmission of this trouble ticket will constitute a work order/repair request. The Contractor shall respond to repair requests within the specified performance standard for that asset. The Contractor shall provide the necessary information regarding the time and nature of the meter repair to the District through the parking meter management system and transmit this data to DDOT/TOA information systems in a seamless fashion.
- C.5.4.8 The Contractor shall proactively detect and respond to any issues regarding operability of the connected meters via monitoring through their PMMS. The Contractor shall provide to the District the necessary information regarding the time and nature of the meter repair through the parking meter management system and transmit this data to DDOT/TOA information systems in a seamless fashion. If the Contractor fails to meet this requirement, the District shall assess liquidated damages as stipulated under Section H.13. The Contractor's failure to detect an operability problem with the connected meter shall not relieve the Contractor from the requirement to meet this performance standard.
- C.5.4.9 The Contractor shall replace meter domes when views to the display become obstructed by vandalism or normal wear and tear. The meter dome shall provide a clear view of the digital display and must be compatible with the upper housing of the meter so that the dome assembly may be removed from the upper housing when unlocked. The meter dome must be constructed of polycarbonate plastic or an equivalent high-impact and ultraviolet resistant material.
- C.5.4.10 The Contractor shall work in coordination with the Personal Property Division of OCP to sell used meter posts that have been removed due to the installation of multi-space meters for scrap value or maintain it in inventory, if useable. The Contractor shall maintain and catalog meter mechanisms, vaults and vault locks housings replaced by multi-space meters as part of the District's spares inventory.

- C.5.4.11 The Contractor shall dispose of used batteries at its expense and in accordance with applicable law.
- C.5.4.12 The Contractor shall be responsible for identifying signage needs, inconsistencies and required improvements as it relates to notifying the public on the requirements and regulations governing metered spaces. The Contractor shall get approved sign designs from DDOT for use in the field.
- C.5.4.13 The Contractor shall fund and provide for all parking sign parts, including but not limited to signs, posts, and fasteners that may be required over the contract term. The Contractor shall own these items until they are deployed and placed in the field, at which time the Title to such replacement parts shall vest in the District.
- C.5.4.14 The Contractor shall maintain the appearance of all signs to be free of graffiti and any obstructions. To the extent the sign is damaged due to vandalism or wear and tear, the Contractor shall clean or replace such surfaces to ensure adequate visibility of the sign within 5 days of becoming aware of the obstructed display, unless otherwise specified.
- C.5.4.15 Taking Meters Out of Service

The District takes meters out of service when space is needed to accommodate construction activity or other temporary circumstances. The process of taking meters out of service per District request is referred to as the “Meter Hooding Program” and may involve the utilization of “Emergency No Parking” signs placed over the meter head, the removal of the meter head, or the removal of the meter head and post. Under the Meter Hooding Program, the District estimates that, on average, approximately 600 to 700 meters are temporarily out of service at any given time (i.e., “hooded”). In addition, the District estimates that, in the last year, the Meter Hooding Program required approximately 240 meter head removals/reinstallations and 240 post removals/reinstallations. Meters that are removed have been physically taken out of the space. This is typically done when the removal will be for an extended period of time, such as during a construction project. Meters removed from service will not be counted as in service for the purposes of determining the monthly FFUP fee for maintenance and collection.

At the COTR’s request, the Contractor shall take meters out of service and return meters into service pursuant to work orders issued by the District’s work order system. The Contractor shall develop a system for distributing parking hoods to cover single-space meters, and a

method to reserve spaces in multi-space meter locations. Specific requirements include:

- The Contractor shall provide and place hoods on and remove hoods from parking meters.
- The Contractor shall purchase meter hoods at its own expense, as necessary for the Meter Hooding Program.
- The Contractor shall maintain accurate information on the meters taken out of service under the Meter Hooding Program and shall transfer this information to the District on a real-time basis via the PMMS.
- At the COTR's request, the Contractor shall remove meter heads, warehouse meter heads at the Contractor's facilities, and re-install meter heads on the date specified by the COTR. Offerors should note that meters removed from service for more than a month will not be charged to the District under Firm Fixed Unit Price.
- At the COTR's request, the Contractor shall remove meter posts and re-install meter posts on the date specified by the COTR. If post removal results in damage to the post, rendering it unusable, then the Contractor, at its own expense, shall replace the post with a new post of equal or better quality. The Contractor shall furnish and install standard twin mount adaptors (provided by a District-approved meter manufacturer) on posts that are intended for two single parking meters. Post installation shall comply with all ADA requirements and shall be secure, plumb (i.e., vertical), and shall include signs and decals as specified by the District. Any posts that are removed or repositioned must have the base plate totally removed so that no part of the post or plate is left on the sidewalk surface. If the post is installed in pavement, the Contractor shall repair the pavement surface upon removal of the post and upon installation of a new post.
- At the request of the COTR, the Contractor shall install meter housings and mechanisms (meter heads) onto posts located at District-designated metered spaces. The Contractor shall utilize meter heads from the District's inventory maintained by the Contractor.

C.5.4.16 Reporting Requirements

It is the District's intent that the majority of reporting be done through the data exchange between the Contractor's PMMS and the District's MMS; however, certain reports will be required from the Contractor and will be made available through download from the Contractor's PMMS. Some reports listed here may not be capable of being generated through the PMMS. In that case, the transmission requirements are listed within the report description.

Meter Hooding Report: This report shall list the meters taken out of service for construction activities or other reasons under the Meter Hooding Program. This report shall be available through the PMMS.

Repair Activity Report: This report shall list repairs by type, meter number (if applicable) and maintenance route. This shall report the type of outage, type of repair, repair status and repair date and time. It shall also summarize the number of repairs within each maintenance route by repair type, percentage of repairs by repair type, and cumulative month and year-to-date repair totals. This report shall be available through the PMMS.

Inventory Report: This report shall list the operative status of meters and signs by street, block and collection route, and shall be available via the PMMS.

Meter Revenue Report: This report shall list meter collections by meter and collection route. This report shall list the number of meters and meter collections in each route, dollar amount of collections for the same month in the previous year, dollar amount of collections in the reporting month, the percentage change from year to year, the average revenue per meter for the reporting month, and the year-to-date dollar amount of collections. The Contractor shall develop this report in electronic spreadsheet format on each District Business Day and send it via email to the COTR.

Meter Revenue Projection Report: This report shall provide a comparison of revenue collection to projections. This report shall include, by collection route and vault number, the projected collections amount based on the same time period in the previous year, the amount collected in the reporting month, and the percentage difference between projected and collected. The Contractor shall develop this report on a monthly basis in electronic spreadsheet format and send it via email to the COTR.

Meter Operational Status Reconciliation Report: The purpose of this report will be to document any issues with respect to consistency of data maintained by the Contractor's PMMS and the District's work order system. At a minimum, the report shall identify by District Business Day each meter that the District's work order system has identified as inoperable but the Contractor has confirmed to be operational. Additionally, the report shall identify any meters taken out of service under the Hooding Program for which no authorization exists. The Contractor shall ensure that the information provided in this report is consistent with the data in the Contractor's PMMS, and the Contractor shall certify the accuracy of the report. The report shall be provided weekly in writing to the COTR and shall be signed by the Contractor's authorized representative.

C.5.4.17 Deliverables

Deliverable	Due Date
Spares Inventory	90 Days after NTP and Quarterly after that
Meter Hooding Report	Real-time via PMMS
Repair Activity Report	Real-time via PMMS
Inventory Report	Real-time via PMMS
Meter Revenue Report	Each Business Day
Meter Revenue Projection Report	Monthly
Meter Operational Status Reconciliation Report	Weekly

C.5.5 Meter Revenue Collection and Counting

C.5.5.1 The Contractor shall provide collection services for all meters under the Contract. Access to the District’s MMS will be provided for review of the current inventory. This inventory may change over time. The Contractor should be aware of the changing nature of collections as electronic payments increase and surpass physical payments. It is expected that the Contractor will monitor the system to ensure that physical collections are occurring as needed. The Contractor shall also process all payments made electronically through the system. Currently the District’s Contractor collects over \$1M a month in coins. The chart below shows the amounts over the previous six months.

May 2011	\$ 1,600,000.00	\$ 833,000.00	\$ 24,000.00
June 2011	\$ 1,700,000.00	\$ 896,000.00	\$ 54,000.00
July 2011	\$ 1,500,000.00	\$ 876,000.00	\$ 236,000.00
August 2011	\$ 1,600,000.00	\$ 795,000.00	\$ 380,000.00
September 2011	\$ 1,300,000.00	\$ 745,000.00	\$ 534,000.00
October 2011	\$ 1,200,000.00	\$ 728,000.00	\$ 643,000.00

C.5.5.2 Performance Measures will be used to assess the Contractor’s performance and determine whether or not the Contractor is eligible for an incentive. Failure to meet the required level of service may result in liquidated damages. Sample applicable PMs are:

Performance Measure	Goal
Revenue Deposited Daily	99%

Key Control Plan Adherence	99%
Auditing Process Adherence	99%
Reporting of Broken or Inoperable Meters	98%

The Contractor shall:

- C.5.5.2.1 Provide collection services in accordance with District motor vehicle regulations, including but not limited to regulations governing traffic and parking;
 - C.5.5.2.2 Provide adequate security and safeguards (physical and electronic) to ensure the protection of revenues collected and safety of its workforce;
 - C.5.5.2.3 Employ adequate accounting, cash and security controls;
 - C.5.5.2.4 Count and deposit meter coin revenues on a same-day basis. A same-day count and deposit requirement on the day following collections will be acceptable, provided the Contractor can demonstrate adequate security and safeguards; and
 - C.5.5.2.5 Count and deposit non-cash revenues within 24 hours of payment by a user of a parking meter. Non-cash revenues refer to connected meters.
- C.5.5.3 The Contractor shall provide secure and safeguarded vehicles with maximum security locks that are subject to inspection and approval by the COTR. At any time during the term of the contract and without notice, the District reserves the right to inspect such vehicles. The Contractor shall employ all the safety features and devices necessary to transport coins safely from parking meters. The Contractor shall provide all collectors with heavy duty key chains, proper belt clasps and distinctive uniforms. The COTR will have approval authority for all equipment provided by the Contractor and will make random, unannounced inspections.
- C.5.5.4 The Contractor shall be responsible for all coin box keys and coin boxes in the performance of its duties. Within 30 days of the Contract Award Date, the Contractor shall update standard operating procedures that address chain-of-custody controls consistent with best industry practices. By 6:00 P.M. and any day during which coin collection has been conducted, the Contractor shall notify the COTR in writing in the event keys or locks fail while a coin door is open. The Contractor shall include a description of the nature of the equipment failure, the time and date the failure was observed, and the location and number of the meter.
- C.5.5.5 The Contractor shall report via PMMS the number and location of any and all meters that are inoperable or damaged. Within 72 hours of

becoming aware of the failure, the Contractor shall report and repair any meter that has a failed lock that prevents the collector from opening the meter. The Contractor shall enter this information into the Parking Meter Management System once daily collections have been completed.

- C.5.5.6 While in the process of collecting meters, the Contractor shall ensure that coins, that fall or are found on the pavement, are immediately deposited in the collection canister. Under no circumstances shall a collector place these retrieved coins on his/her person.
- C.5.5.7 The Contractor shall conduct meter collections in strict accordance with standard operating procedures developed by the Contractor and approved by the COTR.
- C.5.5.8 The Contractor shall count at a coin counting facility approved by the District all parking meter revenue collected and shall deposit the revenue at the end of each day at a financial institution within the District, as specified by the COTR. The Contractor shall perform the following services on a same-day basis on each District Business Day: quantify the dollar total of coin currency collected; prepare the currency for deposit; and deposit currency. This requirement shall include any foreign currency deposited into parking meters. The Contractor's coin counting facility must be available to accept collection cans Monday through Friday between 11:00 A.M. and 4:00 P.M. Under no circumstances shall the Contractor store the coinage in the Contractor's coin counting facility overnight. Under no circumstances shall the Contractor store coinage overnight in any other facility or location. The Contractor's coin counting operation must possess adequate controls to safeguard cash collected.
- C.5.5.9 The Contractor shall provide and implement a process that enables revenue from non-cash receipts from connected meters to be deposited in a specified District bank account within 24 hours of payment by a user or potential user of a parking meter.
- C.5.5.10 The Contractor shall permit the District to monitor closely the collection operation and to make other security investigations, which may include video surveillance. The Contractor shall assist and cooperate in any investigations undertaken by the District, the Metropolitan Police Department (MPD) or any authorized law enforcement agency.
- C.5.5.11 Within 60 days from the Contract Award Date, the Contractor shall document and implement a revenue audit protocol in connection with its collections operation, sufficient to demonstrate that all monies

deposited in a sample of single-space meters and 100% of connected meters result in revenues received by the District. Such protocols shall be part of collection standard operating procedures.

- C.5.5.12 The Contractor shall reconcile the results of its revenue audits to bank deposits on a collection route basis and shall compensate the District for negative variances in these amounts.
- C.5.5.13 The parking meter accessories must meet these requirements:
 - C.5.5.13.1 Collection canisters are easy to use, durable, and secure, and facilitate the process of collection; and
 - C.5.5.13.2 Coin box collection receptacles provide for a secure transfer of coins from the coin box to the receptacle.
- C.5.5.14 The Contractor shall, at a minimum, procure the following parking meter accessories:
 - C.5.5.14.1 Collection carts and canisters;
 - C.5.5.14.2 Secure coin compartment housings with controlled access doors and vault locks and new key combinations that have not been used within 1,000 miles of the District of Columbia, in quantities consistent with the existing collection route system and potential revenue collections of \$13 million to \$18 million annually
 - C.5.5.14.3 Handheld data terminals that record all revenue, audit and meter maintenance data;
 - C.5.5.14.4 Computer equipment capable of operating manufacturers' parking meter software, application and database revenue audit software and capable of communicating with handheld data terminals; and
 - C.5.5.14.5 Computer equipment capable of operating in a Windows-based environment or being converted to a Windows-based environment with network capability.
- C.5.5.15 The contractor shall collect coins depending on frequency of meter use. Currently, coins are collected twice weekly in various downtown locations and once weekly in residential areas of the District.
- C.5.5.16 Uniform Standards: The Contractor shall provide all collection personnel with complete uniforms. Contractor employees providing services under this contract shall maintain a professional, clean and neat appearance. The Contractor shall place its identification on the back of uniform jackets and the front of shirts and hats. The Contractor shall provide each collector with a photo identification badge that must be worn on his/her person while on duty. The identification badge must be visibly displayed, worn around the neck, and turned into the Contractor's office daily after the collection schedule is completed.

C.5.5.17 The Contractor shall provide security safeguards and controls to protect against theft and ensure a safe environment for its workforce.

C.5.5.18 The Contractor shall provide and maintain a Daily Revenue Audit and Variance Report: This report shall present the revenues logged by all multi-space meter mechanisms and the actual collections received at the coin counting facility. Variances will be identified along with explanations for unaccounted losses. The Contractor shall produce this report daily on each District Business Day in electronic spreadsheet format and send it via email to the COTR.

C.5.5.19 Deliverables

Deliverable	Due Date
Revenue Audit Protocol	60 Days from NTP
Revenue Audit and Variance Report	Daily

C.5.6 Batch CLIN Installations

C.5.6.1 In accordance with District specifications, the Contractor will install additional meters in the system upon NTP. Before commencing work, the Contractor will provide to DDOT a schedule of installation. Applicable PMs are:

Performance Measure	Goal
Meters installed within 60 days of NTP	98%
Meters installed on schedule	99%
Meters installed according to specifications	99%
Sign Refresh Completed within 90 days of NTP	95%

C.5.6.2 The Contractor shall be responsible for all costs of installation and infrastructure required to support the installation. All electrical requirements, network gateways, wireless communications, and physical installation costs will be included. Any components of the system will become the property of DDOT upon completion of installation.

C.5.6.3 The Contractor shall maintain warranties on all items installed. The Contract shall not charge the District for services provided under warranty. A 1 year minimum warranty on materials is required. If the Contractor receives a warranty on labor, that warranty shall also be provided to the District.

C.5.6.4 The Contractor shall pay all recurring fees required to operate the connected meters throughout the duration of the Contract.

- C.5.6.5 The Contractor shall work in coordination with the Personal Property Division of OCP to sell used meter posts that have been removed due to the installation of multi-space meters for scrap value, after establishing the acceptable level of inventory. The Contractor shall catalog meter mechanisms, vaults and vault locks housings. The Contractor shall maintain a sufficient inventory for maintenance and provide the excess to the District for disposal and/or resale.
- C.5.6.6 If the District changes to an alternate System, the Contractor shall, at direction of the COTR, create a data exchange between their PMMS and the new MMS.
- C.5.6.7 In the case of a substantive change to District Parking Policy that requires the replacement of a majority of the signs in a brief period, the Contractor shall, under direction from the COTR, prepare a plan to replace/revise all parking signage within the District. Upon acceptance of the plan, the Contractor shall execute the plan within 60 days, providing all labor and signage required.
- C.5.6.8 For all new connected assets installed, the Offeror shall provide Electronic Locks in accordance with the following specifications.
- The Single Space Parking Meter shall include an electro-mechanical vault door lock. The lock shall only be powered by the electronic key and shall be constructed with a stainless steel outer shell and face plate. The face plate shall provide resistance to drilling and shall break away and spin freely when exposed to a forced open attempt exceeding 80 inch-pounds of torque. The lock shall record and store no less than the last 500 access events, including actual accesses and unauthorized attempted access.
 - The Multi-space Parking Meter shall have only electro-mechanical door locks. The lock shall only be powered by the electronic key and shall be constructed with a stainless steel outer shell and face plate. The face plate shall provide resistance to drilling and shall break away and spin freely when exposed to a forced open attempt exceeding 80 inch-pounds of torque. Lock shall record and store no less than the last 500 access events, including actual accesses and unauthorized attempted access.
 - Keys for electronic locks must feature an all metal construction and a changeable hardened stainless steel key tip. Electronics must be securely potted inside the metal body of the key. Memory must be non-volatile and protected by a separate internal battery. Keys must be programmable to operate specific locks during specified schedules, and not operate past expiration. Electronic keys must

provide all power to the locks. Keys shall include a rechargeable battery with a life cycle of no less than 2,000 openings per charge. Keys must incorporate field replaceable, gold plated, pogo pin style data contacts for electronic communications with electronic locks.

- C.5.6.9 Installation of the meters will be in accordance with DDOT specifications.
- MSM: 24x24x24 base as minimum for a freestanding installation. When mounting to existing sidewalk or substructure a 6” minimum depth is required for Hilti bolt installations.
 - Single Space: The dirt installations are a minimum of 8” in diameter and 18” in depth filled with concrete. A cross bolt or anchor is required to prevent spinning and to better anchor the post in the concrete.
- C.5.6.10 Retrofit of Existing Parkeon MSMs will include the following modifications:
- Upgrade the Pay and Display functionality to Pay by Space.
 - Upgrade the Credit Card receiver
 - Replace worn or near failure parts, if any
- C.5.6.11 Sign refreshes are conducted when directed by the District. Typically this is only conducted when a change in legislation mandates an update to certain signs. The District will identify, with assistance from the Contractor, all signs affected by the refresh. Based on that information the Contractor shall provide a plan to refresh the signs. Once the plan is approved the Contractor shall complete the refresh within 90 days.

C.5.7 Circulator Meters

As part of the District’s Streetcar development, a payment station for riders not using the SmarTrip card is required. Since the functionality of such meters is very similar to that of a Parking Meter, the District intends to have the successful Offeror select, program, and implement the Circulator Meters under this Contract. Offerors will be responsible for proposing a suitable piece of equipment that can be branded in accordance with the Circulator color scheme and programmed to meet the District’s requirements.

- C.5.7.1 Requirements:
- Must be able to accept cash and credit transactions
 - Must be able to issue cards valid in 2 hour increments
 - Must be able to issue a week ticket
 - Must be able to issue a month ticket
 - Must be able to issue multiple cards of the same time increment

- Must be connected and able to report status remotely
- Must be able to generate sales reports
- Must be able to record all transactions

C.5.7.2 Installation Locations:

Meters will be installed at the following locations. Offerors should note that the exact installation schedule is not yet known. NTP will be issued for each installation under the Batch CLINs.

- 2 meters – 3rd & H ST NE (one on north and south side of H Street)
- 2 meters – 5th & H ST NE (one on north and south side of H Street)
- 2 meters – 8th & H ST NE (one on north and south side of H Street)
- 2 meters – 13th & H ST NE (one on north and south side of H Street)
- 1 meter – Benning and 15th St NE (in median)
- 1 meter – Benning & 19th St NE (in median)
- 1 meter – Benning and Oklahoma Ave NE (in median)

C.5.7.3 Branding

Offerors are not requested to provide a sample of the proposed branding for the proposal; however, they should be aware that the branding will be required to be similar to the below picture.



C.5.7.4 In accordance with District specifications, the Contractor will, upon NTP, install Circulator meters on the system. Before commencing work, the Contractor will provide to DDOT a schedule of installation. Applicable PMs are:

Performance Measure	Goal
Operational Availability	98%
Mean Time to Repair	4 Hours
Meters installed on schedule	99%
Meters installed according to specifications	99%
Circulator Sign Refresh Completed within 30 days of NTP	95%

C.5.8 Asset Condition Assessment, Locating, Renumbering and Labeling

As part of the District’s efforts to improve system usability, DDOT is examining relabeling all parking meter assets with new decals that contain a QR Code for integration with the District’s 311 System and possibly the District’s Pay by Cell System. If requested by the District, the Contractor shall conduct a full relabeling of all District Meters, along with the following tasks. It is envisioned that the tasks will be conducted at the same time. In the case of future substantive changes to the Parking System, this effort may be repeated as needed.

- C.5.8.1 The Contractor shall conduct a full condition assessment of the meter and sign inventory, recording the following data:
 - Condition of Asset
 - Note any deviations from the District Condition Requirements
 - Location of asset, using a GPS with accuracy within 6 inches.
- C.5.8.2 The Contractor shall design and deliver for approval a sample of the asset label.
- C.5.8.3 The Contractor shall assign new asset numbers to each asset, based on District specification. Numbers shall be solely numeric. Alpha-numeric will not be acceptable.
- C.5.8.4 Upon District acceptance of the label and the re-numbering the Contractor shall print labels for all Parking Meter Assets.
- C.5.8.5 The Contractor shall affix new labels to the District assets.

SECTION D: PACKAGING AND MARKING

The packaging and marking requirements for the resultant contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007.

SECTION E: INSPECTION AND ACCEPTANCE

- E.1 The inspection and acceptance requirements for the resultant contract shall be governed by clause number five (5), Inspection of Supplies, and clause number six (6), Inspection of Services, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts (Standard Contract Provisions), dated March 2007.
- E.2 Performance monitoring by the District will take place daily, monthly and annually. The combination of these monitoring levels will ensure progress and acceptable performance throughout the term of the contract. Performance monitoring will be conducted by the COTR. The COTR will confirm that the meter upgrades, installations, collections, maintenance and repair activities continue throughout the term of the contract. The COTR will not become involved in the Contractor's staffing or equipment requirements or individual work activities. However, DDOT inspectors will inspect quality of the work performed to ensure that it meets applicable specifications.
- E.2.1 **Performance monitoring** is a key component of this contract. Both the COTR and the Contractor must actively monitor the assets to ensure that the performance standards are met. The Contractor is free to use any reasonable method it believes appropriate to monitor the system, discover issues, and take remedial action as appropriate to meet the performance standard.
- E.2.2 **District Priorities:** The District's primary concern is not how the Contractor chooses to monitor its own performance, but rather that the Contractor is meeting the performance standards set forth in this RFP. As a result, this section discusses the District's performance monitoring program. The Contractor shall also have its own performance monitoring program, which must be described in the Contractor's Quality Assurance/Quality Control plan and proposal.
- E.2.3 **District Performance Monitoring:** The District will independently conduct performance monitoring on a continuous basis, with periodic inspections scheduled quarterly. The District will use the inspections to ensure progress and acceptable performance throughout the term of the contract.
- E.2.4 **District Performance Monitoring Scope:** The COTR will independently conduct performance monitoring. The COTR will confirm that maintenance and rehabilitation/repair activities continue throughout the term of the contract, that needs are met in a timely manner, and that data reported to the District is accurate and complete. The COTR will not become involved in the Contractor's staffing or

equipment requirements or in individual work activities. The COTR's role is to verify that the desired outcome is achieved and that the system's parking meter assets are being preserved, as specified in the contract and approved plans.

E.3 Continuous Monitoring

E.3.1 The Contractor shall update the District's MMS once per 15 minutes at a minimum, with a preference for near real-time updates. The MMS must provide the majority of reporting requirements for the contract, and it is critical that the Contractor keeps the system updated. From the MMS the District expects to be able to determine the following (See Appendix J.2.1 Data Standards for more specific details.):

E.3.1.1 Activities of the Contractor's crews, including the locations where work is performed, time start, time end, staffing, equipment onsite, materials used, and type of work;

E.3.1.2 Complaints received from the general public, for which Contractor response is required;

E.3.1.3 Unusual or unexpected conditions uncovered in the course of maintenance and rehabilitation/repair activities;

E.3.1.4 Incidents involving safety, either of the general public or Contractor work forces;

E.3.1.5 Issues and situations encountered or reported by the public and actions taken to mitigate them;

E.3.1.6 Conditions that warrant more extensive work than is envisioned under the terms of the contract, recommendations to address those conditions, and short-term actions the Contractor has taken, or intends to take, to alleviate the conditions and ensure that no safety issues exist; and

E.3.1.7 Coordination among Contractor staff, District personnel, utility operations, and others whose work impacts the assets under this RFP. The Contractor shall inform the COTR of situations where a third party's lack of action will cause a Work Order to be late, along with documentation of the Contractor's communication.

E.3.2 The Contractor's daily updates must be available to the COTR to assist in verifying daily progress under the contract. A good working relationship between the COTR and the Contractor's day-to-day project manager is essential for project success.

- E.3.3 The COTR also may redirect Contractor efforts when dictated by priorities established within the District.
- E.3.4 The COTR will regularly inspect the Contractor's material supplies to ensure that they are adequate.
- E.3.5 The COTR will routinely inspect work for compliance with the specifications identified in this Contract.
- E.3.6 Periodically, the COTR will visit sites where project personnel have reported deficiencies and for which the Contractor is required to perform time-critical remedial work. On a routine basis, the COTR or his designees will inspect work reported as completed to ensure that the data being provided by the Contractor is accurate.
- E.3.7 Separately, the Contractor will equip all vehicles with GPS locators and track and store the location information for each vehicle. The contractor shall retain the information for the life of the Contract and shall make it available upon request to the District. The District will use this information in cases where the District needs to ascertain the exact location of the Contractor at a given time.

E.4 Periodic Inspections

At least monthly, the COTR or his designee, members of the project team (DDOT/TOA) and their representatives, and the Contractor (or its representative), who collectively make up the inspection team, will travel through the system to review Contractor progress and performance. The COTR will use field inspection data to conduct an objective evaluation of the Contractor's performance against contract requirements. The inspection team will identify deficiencies and repairs and communicate them in writing to the Contractor. The Contractor shall have the time established in the Performance Measures to satisfactorily address such conditions. In the event the Contractor fails to satisfactorily address noted conditions within the allotted time period, the District shall assess liquidated damages for each District Business Day of non-compliance, in accordance with Section H.13. In accordance with Section G.4, the District shall reduce monthly payments due the Contractor by the amount of assessed liquidated damages accumulated for the month for which the Contractor has requested payment.

- E.4.1 The COTR or his designees will travel through the system to review Contractor progress and performance. The COTR or his designee(s) will conduct surveys monthly on average and as needed, although the Contractor performance may shift the schedule. The survey results will be provided to the PEB for use in their evaluation of the Contractor.
- E.4.2 These field surveys will be an objective evaluation of the Contractor's performance against performance standards. The COTR will rate the condition of randomly

selected samples of parking meter assets and will assign the appropriate level of service score to each sample. The randomly selected samples will cover each Ward within the District and each asset category that includes condition-related performance measures. DDOT/TOA will report all failures to meet performance standards. The contractor shall advise the COTR of the actions proposed to remedy any deficiencies along with the time frame for taking those actions. The Contractor shall repair all noted deficiencies to meet the performance standards.

- E.4.3 DDOT/TOA will compute time-critical performance for the month. DDOT/TOA will evaluate time-critical performance measures using a 100% sample (DDOT/TOA will evaluate all time-critical events in the system for the time since the last monthly inspection). The Contractor shall not be scored by month, but the report will be provided to the Contractor so that they are aware of their compliance to date.
- E.4.4 DDOT/TOA will summarize and compare the ratings against the past ratings for previous months. DDOT/TOA will also compare the ratings against either the baseline condition in the case of the first year of the contract, or the previous annual inspection in the case of subsequent years.
- E.4.5 The rating team will note deficiencies throughout the inspection and enter them into the District's MMS. The COTR will include these deficiencies in the report.
- E.4.6 The Contractor shall note that time-critical response periods start upon report of the deficiency.

E.5 Annual Inspection and Performance Audit

- E.5.1 At least once annually, the COTR or its designee or representative will conduct a more extensive objective evaluation of the Contractor's performance. During this evaluation, the inspectors may travel throughout the entire system covered by the contract and sample segments in all Wards containing District-owned parking meters. Within those sample segments, the District will evaluate parking meters included in this contract for compliance with performance standards and operability requirements. District personnel will inspect meters to determine operating status and condition. The COTR will summarize and compile the results of the inspection in an annual report that the COTR will make available to the Contractor. In addition, to the extent that the inspection leads to the identification of repair activity, the Contractor will be so notified and will be required to make repairs in the timeframe identified in the Performance Measures. Failure to do so will result in the assessment of liquidated damages as per Section H.13.
- E.5.2 At the District's discretion, the District will hire an independent firm to conduct an annual performance audit of the Contractor's performance in managing the District's parking meters. The performance audit will examine the effectiveness

and efficiency of the Contractor's operations and its compliance with contract standards. In addition, the performance audit will review Contractor's accounting controls, cash handling procedures, safety procedures and security. The analysis will result in a Performance Audit Report that will note any contract performance deficiencies the Contractor needs to address as well as areas recommended for overall Contract performance improvement.

E.6 Quarterly Inspections and Annual PEB Evaluation

- E.6.1 Quarterly, the COTR or his designee (or representatives) will conduct a more extensive objective evaluation of the Contractor's performance.¹ During this evaluation, inspectors will travel throughout the entire system covered by this RFP and select random samples in each Ward to assess asset conditions. DDOT/TOA will evaluate all parking meter system assets covered by this contract within each sample segment for compliance with the performance standards. DDOT/TOA will evaluate whether that the assets are within the tolerances and parameters specified in the performance standards. The Contractor's performance score for each CLIN will be the average of the scores for performance measures applying to the CLIN.
- E.6.2 DDOT/TOA will summarize and compile the results of the inspection in an annual report that the COTR will make available to the Contractor. The report will describe the Contractor's overall performance and note both deficiencies and areas of exceptional performance. DDOT/TOA's current intent is to evaluate a 10% sample of the assets (DDOT/TOA will evaluate approximately 10% of the assets). DDOT/TOA will evaluate time-critical performance measures using a 100% sample (DDOT/TOA will evaluate all time-critical events that project personnel report in the tracking system during the evaluation period and over the year at the 4th quarterly evaluation period).
- E.6.3 To measure performance, DDOT/TOA will compute performance scores for each Performance Measure at every quarterly inspection, with the exception of performance measures for which a time-critical event did not occur during the period and condition performance measures for which no assets were within the randomly selected samples. DDOT/TOA will use these summary scores as an indicator of the Contractor's performance and will use these scores to compute incentive and disincentive fees during the annual Performance Evaluation Board (PEB) meeting, as described in Section H.14. Incentive/Disincentive is assessed at CLIN level. Each quarterly survey score will make up 22.5% (90% total) of the overall annual Performance Evaluation score. The final 10% of the score is the customer satisfaction factor, determined by ballots casted by PEB.
- E.6.4 While the averaging technique will be used to generate the summary scores, it must be stressed that the overall goal is to have all asset groups meet the performance standards (score of 4 or above). The proportion of samples that meet or exceed the

¹ Quarterly scoring inspections will also be conducted for the Base Year, though the duration of the actual field work is 11 months due to the mobilization period.

performance standards impacts both the PEB score (as described in H.14) and the release of retainage (as described in G.10). The Contractor shall meet with the COTR after each quarterly evaluation to discuss remediation plans for any and all assets or groups of assets that do not meet the performance standards, whether or not the performance standard is met when scores are averaged across multiple samples.

- E.6.5 The COTR will discuss the results of the quarterly surveys with the Contractor and will record them in a quarterly report within 2 weeks of completion of the inspection. The COTR will also report a general level of performance satisfaction, along with recommendations and concerns. The Contractor shall repair all noted deficiencies to meet the performance standards. The Contractor shall bring issues to the attention of the COTR, along with suggestions for future activities.
- E.6.6 DDOT/TOA will compare the results of the 4th quarterly inspection with prior years' inspections and with the baseline conditions. Baseline conditions will be based on information available from the District's database system combined with additional system condition information available to DDOT/TOA. DDOT/TOA and the Contractor shall consider baseline to be the day before the start date of the contract. DDOT/TOA and the Contractor can supplement this baseline information with information that the Contractor shall obtain in the early stages of the contract.

E.7 Meter Acceptance Testing Procedures

- E.7.1 Single space meters installed or upgraded under CLINs 0001, 0005, or 0011 will be inspected by the COTR or his/her designee within thirty (30) business days of the Contractor's notification of change order completion. The inspection will include an analysis of the operability of the meter mechanism, a visual inspection of the housing, which shall be free of graffiti, a visual inspection of the dome, which shall provide an unobstructed view of the display, and an inspection of the post and housing assembly, which shall be secure and plumb. The District shall provide written notification to the Contractor of any conditions that do not meet the standards set forth in the Performance Measures within thirty (30) days of the Contractor's notification of change order completion. The Contractor shall correct all defects within thirty (30) days and inspection and acceptance will be completed, pursuant to Clause 6 of the Standard Contract Provisions.
- E.7.2 Multi-space meters installed or upgraded under CLINs 0001, 0005, or 0011 will be inspected by the COTR upon receipt of the Contractor's notification of change order completion. Acceptance test criteria and procedures will reflect the Contractor's plan submitted to and approved by the COTR prior to receiving a Notice to Proceed on the CLIN. The District shall provide written notification to the Contractor of any conditions that do not meet the standards set forth in CLIN 0007 within thirty (30) days of the Contractor's notification of change order completion. The Contractor shall correct all defects within thirty (30) days and inspection and

acceptance will be completed within thirty (30) days, pursuant to Clause 6 of the Standard Contract Provisions.

E.8 Inspection of Inventory and Facilities

DDOT/TOA personnel, representatives and consultants periodically will inspect the Contractor's facilities and inventory to evaluate security procedures, inventory controls and adherence to the Contractor's standard operating procedures.

E.9 Revenue Audit Protocol

Within 60 days from the Contract Award Date, the Contractor shall document and implement a revenue audit protocol in connection with its collections operation sufficient to demonstrate that all monies deposited in a sample of single space meters and 100% of multi-space meters are being realized in the bank deposits. Such protocols shall be part of collection standard operating procedures. The Contractor shall reconcile the results of its revenue audits to bank deposits on a collection route basis and shall compensate the District for negative variances in these amounts.

SECTION F: DELIVERIES OR PERFORMANCE

F.1 Term of Contract

The term of the contract will be for a period of five (5) years from the Contract Award Date. Contract performance under all CLINs except 0001, 0005 and 0011, and 0013 shall commence within thirty (30) days of the Contract Award Date. Contract performance under CLINs 0001, 0005, 0011, and 0013 shall commence as directed by DDOT.

F.2 Deliverables

F.2.1 With respect to providing information on the deliverables below at the proposal stage, Section L of the RFP contains instructions for completing the proposal, and specifies the documents that each Contractor must provide with its proposal.

F.2.2 The Contractor shall submit to the COTR, in the format specified, the following deliverables. The Contractor shall perform the activities required to successfully complete the District’s requirements and submit each deliverable to the COTR identified in section G.9 in accordance with the following:

CLIN	Deliverable	Quantity	Format/Method of Delivery	Due Date
	Parking Meter Management System			
	Staffing/ Management Plan	10	1 electronic 10 bound paper copies	30 days after contract award
	Work Plan	10	1 electronic 10 bound paper copies	30 days after contract award
	Quality Assurance/Quality Control Plan	10	1 electronic 10 bound paper copies	30 days after award
	Standard Operating Procedures (SOP)		TBD	Beginning 60 days from contract award. Final SPO due 90 days from contract award Updated annually
	Meter Revenue Report		1 electronic spreadsheet	Daily beginning 30 days after contract award

	Meter Outage Report		1 electronic spreadsheet	Daily beginning 30 days after contract award
	Meter Repair Activity Report		1 electronic spreadsheet	30 days after contract award
	Meter Inventory Report		1 electronic spreadsheet	Monthly beginning 30 days after contract award
	Meter Revenue Projection Report		1 electronic spreadsheet	Monthly beginning 30 days after contract award
	Daily Revenue Audit and Variance Report		1 electronic spreadsheet	Daily beginning 30 days after contract award
	Meter Hooding Report:		1 electronic spreadsheet	Daily beginning 30 days after contract award
	Daily Revenue Audit and Variance Report		1 electronic spreadsheet	Daily beginning 30 days after contract award
	Meter Operational Status Reconciliation Report		1 electronic spreadsheet	Daily beginning 30 days after contract award
	Meter Equipment Inventory		1 electronic spreadsheet	90 days after contract award
	On line meter services			180 days after contract award
	Parking violation reports		TBD	As requested by COTR
	Computer workstations, handheld terminals, and other computer hardware	TBD		TBD
	Meter Equipment Inventory		1 electronic spreadsheet	90 days after contract award
	District owned signs inventory (utilized and spare)	1	1 electronic spreadsheet	90 days after contract award

	Parking Sign Damage Report	1	1 electronic spreadsheet	TBD
	Revenue Audit Protocol	1		Within 60 days from Contract Award
	Spare parts inventory	1	1 electronic spreadsheet	Within 90 days from Contract Award

F.2.2.1 The Contractor shall make these reports or data available at all times to District users. The District reserves the right to request any additional information or reports as it deems necessary. In addition to these reports, the Contractor shall create up to 50 custom reports specified by the District as described under C.5.4.16. The Contractor shall produce these reports daily, weekly or monthly as specified by the COTR.

F.2.2.2 During the course of the project, the Contractor shall attend project meetings, both regularly scheduled meetings and meetings on special topics. The Contractor shall provide oral briefings in person or by phone with the COTR.

F.2.3 First Source Employment Agreement

The Contractor shall maintain compliance with the terms and conditions of the First Source Employment Agreement, executed between the District of Columbia and the Contractor throughout the entire duration of the contract.

SECTION G: CONTRACT ADMINISTRATION DATA

G.1 Invoice Payment

G.1.1 The District will make payments to the Contractor upon the submission of proper invoices at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

G.1.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2 Invoice Submittal

G.2.1 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in Section G.9 below. The address of the CFO is:

Name: Office of the Controller/Agency CFO

Address: Accounts Payable
2000 14th Street, NW
6th Floor
Washington, DC 20009

Telephone: 202 671-2300

G.2.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

G.2.2.1 Contractor's name, Federal tax ID and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);

G.2.2.2 Contract number and invoice number;

G.2.2.3 Description, price, quantity and the date(s) that the supplies or services were delivered or performed;

G.2.2.4 Other supporting documentation or information, as required by the Contracting Officer;

G.2.2.5 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

- G.2.2.6 Name, title, phone number of person preparing the invoice;
- G.2.2.7 Name, title, phone number and mailing address of person (if different from the person identified in G.2.2.6 above) to be notified in the event of a defective invoice; and
- G.2.2.8 Authorized signature.

G.3 First Source Agreement Request for Final Payment

- G.3.1 For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.5.
- G.3.2 No final payment shall be made to the Contractor until the CFO has received the Contracting Officer's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

G.4 Method of Payment

- G.4.1 DDOT will pay the Contractor the firm fixed price for CLINS 0001, 0002, **OR** CLIN 0008 performed under this contract for that year with an incentive or disincentive fee, and will be adjusted to Batch CLINs if exercised (CLINS 0005 **OR** 0011 and 0013). DDOT will pay the Contractor for the firm fixed unit price multiplied by units in service for CLIN 0003 **OR** CLIN 0009. DDOT will pay the fee associated with CLINs 0004 and 0006 **OR** CLINs 0010 and 0012. Mobilization is exercised for the first year only. The use of a firm fixed price with incentives is intended to encourage and reward the Contractor for excellence in performance and timeliness. However, it shall be noted that if performance is unsatisfactory, there is a disincentive fee equal to the incentive fee (see Section H.14).
- G.4.2 The Contractor's performance shall be evaluated quarterly by the COTR and annually by a Performance Evaluation Board (PEB). The PEB shall be composed of DDOT staff and others that the COTR and Contracting Officer may designate.
- G.4.3 The payment structure consists of the firm fixed price amount, the firm fixed unit prices multiplied by active inventory, the fees charged for services, and an incentive/disincentive fee. The incentive and disincentive fees are described in Section H.14

G.4.4 FIRM FIXED PRICE

- G.4.4.1 The Contractor shall invoice the District on a monthly basis an amount equal to 1/12 of the annual base contract amount for the fixed price items and exercised portion of Batch CLIN(s) set forth in Section B.4. Contractor shall note that the payment of the annual base contract amount for the first year will be made in 11 equal installments due to the one month (30 days) mobilization period during which no field work will be conducted.
- G.4.4.2 The Contractor shall support each monthly invoice with a statement of the work that the Contractor performed for that month and the materials and other goods and services that the Contractor used to complete that work. This statement will assist the COTR in maintaining an historical record of amounts of work needed to meet the performance standards, and will assist the COTR in responding to internal and external questions on work levels. The Contractor shall submit each monthly invoice in a manner and form that DDOT specifies.
- G.4.4.3 DDOT will make final invoice payment upon the COTR and Contracting Officer's determination that the Contractor has completed all of the requirements for the contract, and has met the performance standards.

G.4.4 FIRM FIXED UNIT PRICE

- G.4.4.1 The Contractor shall invoice the District on a monthly basis an amount equal to 1/12 of the annual price of the SLIN fixed unit price for that item multiplied by the number of items in service during that month. Contractor shall note that the payment of annual base contract amount for the first year will be for 11 months due to the one month (30 days) mobilization period during which no field work will be conducted.
- G.4.4.2 The Contractor shall support each monthly invoice with a statement of the work that the Contractor performed for that month and the materials and other goods and services that the Contractor used to complete that work. Contractor shall provide back up for the number of assets in service and the number of assets removed from service. This statement will assist the COTR in maintaining an historical record of amounts of work needed to meet the performance standards, and will assist the COTR in responding to internal and external questions on work levels. The Contractor shall submit each monthly invoice in a manner and form that DDOT specifies.
- G.4.4.3 DDOT will make final invoice payment upon the COTR and Contracting Officer's determination that the Contractor has completed all of the requirements for the contract, and has met the performance standards.

G.4.4 FEE

- G.4.4.1 The Contractor shall invoice the District on a monthly basis an amount equal to the transactional revenue subject to a fee times the revenue processed. Contractor shall note that the payment of annual base contract amount for the first year will be for 11 months due to the one month (30 days) mobilization period during which no field work will be conducted.
- G.4.4.2 The Contractor shall support each monthly invoice with a statement of the work that the Contractor performed for that month and the materials and other goods and services that the Contractor used to complete that work. Contractor shall provide back up for the amount of coins collected and the dollar value of electronic transactions processed. These reports do not replace the reporting required in Section C. The Contractor shall submit each monthly invoice in a manner and form that DDOT specifies.
- G.4.4.3 DDOT will make final invoice payment upon the COTR and Contracting Officer's determination that the Contractor has completed all of the requirements for the contract, and has met the performance standards.

G.5 Assignment of Contract Payments

- G.5.1 In accordance with 27 DCMR 3250, the Contractor may assign funds due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution.
- G.5.2 Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.
- G.5.3 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

Pursuant to the instrument of assignment dated _____,
 make payment of this invoice to _____
 (name and address of assignee).

G.6 The Quick Payment Clause

G.6.1 Interest Penalties to Contractors

- G.6.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 et seq., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest

shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- G.6.1.1.1 the 3rd day after the required payment date for meat or a meat product;
- G.6.1.1.2 the 5th day after the required payment date for an agricultural commodity; or
- G.6.1.1.3 the 15th day after the required payment date for any other item.

G.6.1.2 Any amount of an interest penalty that remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.6.2 Payments to Subcontractors

G.6.2.1 The Contractor must take one of the following actions within 7 days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under a contract:

- G.6.2.1.1 Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or
- G.6.2.1.2 Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.6.2.2 The Contractor must pay any lower-tier subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- G.6.2.2.1 the 3rd day after the required payment date for meat or a meat product;
- G.6.2.2.2 the 5th day after the required payment date for an agricultural commodity; or
- G.6.2.2.3 the 15th day after the required payment date for any other item.

G.6.2.3 Any amount of an interest penalty that remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.6.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.7 Contracting Officer (CO)

Contracts will be entered into and signed on behalf of the District only by contracting officers. The name, address and telephone number of the Contracting Officer is:

Name: Jerry M. Carter
Office of Contracting and Procurement
Address: 55 M Street SE 7th Floor
Washington, DC 20003
Telephone: 202 671-2270

G.8 Authorized Changes by the Contracting Officer

G.8.1 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.

G.8.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.

G.8.3 In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.9 Contracting Officer's Technical Representative (COTR)

G.9.1 The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements

of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:

Name: Soumya Dey, P.E.
Title: Deputy Associate Director
Agency: DDOT/TOA
Address: 55 M Street SE
7th Floor
Telephone: 202 671-2832

G.9.2 The COTR shall not have authority to make any changes to the specifications or scope of work or terms and conditions of the contract.

G.9.3 The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

G.10 **Retainage**

The District will retain ten percent from the monthly billing for the firm fixed price items. At the end of each year, the CO, based upon guidance provided by the COTR, will determine if the retainage for the previous year will be released at that point. Whether or not to continue retainage throughout the following year will also be determined. Retainage will be released at the end of the year if the District determines that the following conditions were met:

G.10. In the annual evaluation, 80% of the samples for each performance measure met the performance standard;

- 1) There was daily communication of project information between the Contractor and the COTR;
- 2) The Contractor was proactive (rather than reactive) in identifying maintenance and repair needs, and identified a greater proportion (more than 50%) of the overall deficiencies than the COTR or the public.
- 3) The Contractor responded to more than 90% of high priority needs identified by the District (directive from the Mayor, the Council and DDOT Director). See Section E.6.4.
- 4) The Contractor, at its discretion, can submit written materials to support its performance in the areas listed above. The CO and the COTR will review the material to make retainage decisions. If the conditions described in paragraph D above are not met, the CO will not release that year's retainage at that point in time. The retainage will become eligible for release at the end of the following

year (along with that year's retainage) if the conditions are met. At the release of the retainage, the CO will deduct the cost to DDOT of correcting the deficiencies should they occur from the original retainage amount.

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 Hiring of District Residents as Apprentices and Trainees

H.1.1 For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

H.1.1.1 At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

H.1.2 The Contractor shall negotiate an Employment Agreement with the DOES for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified applicants, trainees, and other workers in the implementation of employment goals contained in this clause.

H.2 Department of Labor Wage Determinations

H.2.1 The Contractor shall be bound by the Wage Determination No. 2005-2103, revision No. 11 (dated June 13, 2011), issued by the U.S. Department of Labor in accordance with the Service Contract Act (41 U.S.C. 351 *et seq.*) and incorporated herein as Attachment J.2.6 of this solicitation. The Contractor shall be bound by the wage rates for the term of the contract. If an option is exercised, the Contractor shall be bound by the applicable wage rate at the time of the option. If the option is exercised and the Contracting Officer obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

H.2.2 For the purpose of this contract, a New Wage Determination will be implemented in accordance with section 4(d) of the Service Contract Act of 1965, as amended. The minimum monetary wages and fringe benefits required to be paid or furnished to service employees shall be subject to adjustment after one (1) year and not less often than once every two (2) years, pursuant to wage determinations to be issued by the Wage and Hour Division, Employment Standards Administration of the Department of Labor as provided in the Act.

H.3 Publicity

The Contractor shall at all times obtain the prior written approval from the Contracting Officer before it or any of its officers, agents, employees or subcontractors, either during or after expiration or termination of the contract, make any statement or issue any material for publication through any medium of communication bearing on the work performed or data collected under this contract.

H.4 Freedom of Information Act

The District of Columbia Freedom of Information Act, at D.C. Official Code § 2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the COTR designated in subsection G.9 who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the contract, the COTR will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the COTR within the timeframe designated by the COTR. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The District will reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code § 2-532 and Chapter 4 of Title 1 of the *D.C. Municipal Regulations*.

H.5 51% District Residents New Hires Requirements and First Source Employment Agreement

H.5.1 The Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code, sec. 2-219.01 et seq. (“First Source Act”).

H.5.2 The Contractor shall enter into and maintain, during the term of the contract, a First Source Employment Agreement, (See the OCP website) in which the Contractor shall agree that:

H.5.2.1 The first source for finding employees to fill all jobs created in order to perform this contract shall be the Department of Employment Services (“DOES”); and

H.5.2.2 The first source for finding employees to fill any vacancy occurring in all jobs covered by the First Source Employment Agreement shall be the First Source Register.

H.5.3 The Contractor shall submit to DOES, no later than the 10th each month following execution of the contract, a First Source Agreement Contract Compliance Report (“contract compliance report”) verifying its compliance with the First Source Agreement for the preceding month. The contract compliance report for the contract shall include the:

H.5.3.1 Number of employees needed;

H.5.3.2 Number of current employees transferred;

H.5.3.3 Number of new job openings created;

- H.5.3.4 Number of job openings listed with DOES;
- H.5.3.5 Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and
- H.5.3.6 Total number of all employees hired for the reporting period and the cumulative total number of employees hired, including:
 - H.5.3.6.1 Name;
 - H.5.3.6.2 Social Security number;
 - H.5.3.6.3 Job title;
 - H.5.3.6.4 Hire date;
 - H.5.3.6.5 Residence; and
 - H.5.3.6.6 Referral source for all new hires.
- H.5.4 If the contract amount is equal to or greater than \$100,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents.
- H.5.5 With the submission of the Contractor's final request for payment from the District, the Contractor shall:
 - H.5.5.1 Document in a report to the Contracting Officer its compliance with the section H.5.4 of this clause; or
 - H.5.5.2 Submit a request to the Contracting Officer for a waiver of compliance with section H.5.4 and include the following documentation:
 - H.5.5.2.1 Material supporting a good faith effort to comply;
 - H.5.5.2.2 Referrals provided by DOES and other referral sources;
 - H.5.5.2.3 Advertisement of job openings listed with DOES and other referral sources; and
 - H.5.5.2.4 Any documentation supporting the waiver request pursuant to section H.5.6.
- H.5.6 The Contracting Officer may waive the provisions of section H.5.4 if the Contracting Officer finds that:
 - H.5.6.1 A good faith effort to comply is demonstrated by the Contractor;
 - H.5.6.2 The Contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area., which includes the District of Columbia; the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg; the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of

Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.

H.5.6.3 The Contractor enters into a special workforce development training or placement arrangement with DOES; or

H.5.6.4 DOES certifies that there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the contract.

H.5.7 Upon receipt of the Contractor's final payment request and related documentation pursuant to sections H.5.5 and H.5.6, the Contracting Officer shall determine whether the Contractor is in compliance with section H.5.4 or whether a waiver of compliance pursuant to section H.5.6 is justified. If the Contracting Officer determines that the Contractor is in compliance, or that a waiver of compliance is justified, the Contracting Officer shall, within two business days of making the determination forward a copy of the determination to the Agency Fiscal Officer and the COTR.

H.5.8 Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.5.5, or deliberate submission of falsified data, may be enforced by the Contracting Officer through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract. The Contractor shall make payment to DOES. The Contractor may appeal to the D.C. Contract Appeals Board as provided in the contract any decision of the Contracting Officer pursuant to this section, H.5.8.

H.5.9 The provisions of sections H.5.4 through H.5.8 do not apply to nonprofit organizations.

H.6 Protection of Property

The Contractor shall be responsible for any damage to the building, interior, or their approaches in delivering equipment covered by this contract.

H.7 Americans with Disabilities Act of 1990 (ADA)

During the performance of the contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability.
See 42 U.S.C. 12101 et seq.

H.8

Section 504 of the Rehabilitation Act of 1973, as amended.

During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded program and activities. See 29 U.S.C. 794 *et seq.*

H.9 District Responsibilities

It will be the District's responsibility to make available existing District-owned assets, including the equipment owned by the District under the current contract. The District shall identify these metered spaces and the District shall notify the Contractor of newly metered spaces no less than 30 days before commencement of collection services is required

H.10 Way to Work Amendment Act of 2006

- H.10.1 Except as described in below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006("Living Wage Act of 2006"), effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*), for contracts for services in the amount of \$100,000 or more in a 12-month period.
- H.10.2 The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage as published on the OCP website at www.ocp.dc.gov.
- H.10.3 The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.
- H.10.4 The DOES may adjust the living wage annually and the OCP will publish the current living wage rate on its website at www.ocp.dc.gov.
- H.10.5 The Contractor shall provide a copy of the Fact Sheet attached as J.6 to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as J.5 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.
- H.10.6 The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for \$15,000 or more under the contract.
- H.10.7 The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*
- H.10.8 The requirements of the Living Wage Act of 2006 do not apply to:

- (1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
- (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
- (3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
- (4) Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
- (5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
- (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;
- (7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;
- (8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
- (9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
- (10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

H.10.9 The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

H.11 Subcontracting Requirements

H.11.1 Mandatory Subcontracting Requirements

- H.11.1.1 For contracts in excess of \$250,000, at least 35% of the dollar volume shall be subcontracted to certified small business enterprises; provided, however, that the costs of materials, goods, and supplies shall not be

counted towards the 35% subcontracting requirement unless such materials, goods and supplies are purchased from certified small business enterprises.

- H.11.1.2 If there are insufficient qualified small business enterprises to completely fulfill the requirement of paragraph H.11.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any certified business enterprises, provided that all reasonable efforts shall be made to ensure that qualified small business enterprises are significant participants in the overall subcontracting work.
- H.11.1.3 A prime contractor that is certified as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections H.11.1.1 and H.11.1.2.

H.11.2 Subcontracting Plan

If the prime contractor is required by law to subcontract under this contract, it must subcontract at least 35% of the dollar volume of this contract in accordance with the provisions of section H.11.1. The prime contractor responding to this solicitation which is required to subcontract shall be required to submit with its proposal, a statement detailing its subcontracting plan. Proposals responding to this RFP shall be deemed nonresponsive and shall be rejected if the Offeror is required to subcontract, but fails to submit a subcontracting plan with its proposal. Once the plan is approved by the CO, changes to the plan will only occur with the prior written approval of the CO and the Director of DSLBD. Each subcontracting plan shall include the following:

- H.11.2.1 A description of the goods and services to be provided by SBEs or, if insufficient qualified SBEs are available, by any certified business enterprises;
- H.11.2.2 A statement of the dollar value of the bid that pertains to the subcontracts to be performed by the SBEs or, if insufficient qualified SBEs are available, by any certified business enterprises;
- H.11.2.3 The names and addresses of all proposed subcontractors who are SBEs or, if insufficient SBEs are available, who are certified business enterprises;
- H.11.2.4 The name of the individual employed by the prime contractor who will administer the subcontracting plan, and a description of the duties of the individual;

- H.11.2.5 A description of the efforts the prime contractor will make to ensure that SBEs, or, if insufficient SBEs are available, that certified business enterprises will have an equitable opportunity to compete for subcontracts;
- H.11.2.6 In all subcontracts that offer further subcontracting opportunities, assurances that the prime Contractor will include a statement, approved by the contracting officer, that the subcontractor will adopt a subcontracting plan similar to the subcontracting plan required by the contract;
- H.11.2.7 Assurances that the prime Contractor will cooperate in any studies or surveys that may be required by the contracting officer, and submit periodic reports, as requested by the contracting officer, to allow the District to determine the extent of compliance by the prime contractor with the subcontracting plan;
- H.11.2.8 A list of the type of records the prime contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and assurances that the prime contractor will make such records available for review upon the District's request; and
- H.11.2.9 A description of the prime contractor's recent effort to locate SBEs or, if insufficient SBEs are available, certified business enterprises, and to award subcontracts to them.

H.11.3 Subcontracting Plan Compliance Reporting.

If the Contractor has an approved subcontracting plan required by law under this contract, the Contractor shall submit to the CO and the Director of DSLBD a Subcontracting Plan Compliance Report to verify its compliance with the subcontracting requirements for the preceding month, no later than the 21st of each month following execution of the contract. The monthly subcontracting plan compliance report shall include the following information:

- H.11.3.1 The dollar amount of the contract or procurement;
- H.11.3.2 A brief description of the goods procured or the services contracted for;
- H.11.3.3 The name of the business enterprise from which the goods were procured or services contracted;
- H.11.3.4 Whether the subcontractors to the contract are currently certified business enterprises;

- H.11.3.5 The dollar percentage of the contract awarded to SBEs, or if insufficient SBEs, to other certified business enterprises;
- H.11.3.6 A description of the activities the Contractor engaged in, in order to achieve the subcontracting requirements set forth in its plan; and
- H.11.3.7 A description of any changes to the activities the Contractor intends to make by the next month to achieve the requirements set forth in its plan.

H.11.4 Enforcement and Penalties for Breach of Subcontracting Plan

- H.11.4.1 If during the performance of this contract the Contractor fails to comply with its approved subcontracting plan, and the CO determines the Contractor's failure to be a material breach of the contract, the CO shall have cause to terminate the contract under the default clause of the Standard Contract Provisions.
- H.11.4.2 There shall be a rebuttable presumption that a Contractor willfully breached its approved subcontracting plan if the Contractor (i) fails to submit any required monitoring or compliance report or (ii) submits a monitoring or compliance report with the intent to defraud.
- H.11.4.3 A Contractor that is found to have willfully breached its approved subcontracting plan for utilization of certified business enterprises in the performance of a contract shall be subject to the imposition of penalties, including monetary fines of \$15,000 or 5% of the total amount of the work that the Contractor was to subcontract to certified business enterprises, whichever is greater, for each such breach.

H.12 RESERVED

H.13 Liquidated Damages

The District regulates parking for the purpose of managing congestion, ensuring turnover, and to provide a service to travelers within the District. If the system does not function, the District cannot perform that function. To this end, the District has put in place Liquidated Damages on this Contract. If the Contractor fails to comply with performance standards regarding meter operability contained in the contract, the Contractor shall, in place of actual damages, pay to the District a fixed, agreed amount in liquidated damages as set forth in the tables in H.13.3, H.13.4 and H.13.5. The District shall assess liquidated damages based upon information maintained in the District's MMS. The Contractor is responsible for ensuring that system is up to date through their PMMS. Specifically, the MMS will maintain data on meter operability, and the Contractor will keep the system updated as per

the Contract requirements. In addition, the District shall update the work order system by utilizing information received from the District's call center for citizen reporting and from observations of District personnel conducted pursuant to sections E.4 & E.5 of this RFP. A discussion of the information flow and system interfaces is provided in Appendix J.2.1

The District shall calculate liquidated damages during District Business Hours based on two factors: 1) the Meter Operability Rate for meters of that type; or 2) the Contractor response time to meter repair requests. The District shall begin assessing liquidated damages **90 days** after the Contract Award Date.

The District acknowledges that maintenance outages occur and has defined, through the desired Meter Operability Rate for each meter type, the allowable level of outages. Once this level is exceeded the District shall begin calculating Liquidated Damages based on the type of meter. The specific process for calculating such amounts is described as follows.

- H.13.1 The District shall determine the Meter Operability Rate for single space mechanical meters, single space connected meters, and multi-space meters for each District Business Day by calculating the number of operable meters and dividing this sum by the number of Meters-In-Service, as defined under Section C.2.

Mechanical Single Space Meters: The District shall use the data provided to its MMS through both the Call Center and the Contractor's PMMS to determine the number of meters with Open Work Orders. If the number of meters Out of Service exceeds the allowable rate then the District will levy Liquidated Damages hourly for each meter which exceeds the rate. Therefore if there are 1,300 Mechanical Single Space Meters out of Service, the Contractor will be assessed Liquidated Damages on 96 of them;

Total Number of Mechanical Meters (12,040)
Allowed Mechanical Meters Out of Service (1,204)
Meters Exceeding the Required Availability (94)
Liquidated Damages per applicable Meter per Hour: \$2.00
Liquidated Damages assessed per Hour: \$188

Connected Single Space Meter: Connected Meters report their availability through the PMMS to the District's MMS in no less than 15 minute increments per the Contract. Using this data, the District shall levy Liquidated Damages for non-operational meters exceeding the Availability Requirement. Therefore if there are 20 Connected Single Space Meters out of Service the Contractor will be assessed Liquidated Damages on 8 of them.

Total Number of Connected Meters (1,200)
Allowed Connected Meters Out of Service (12)
Meters Exceeding the Required Availability (8)

Liquidated Damages per applicable Meter per Quarter Hour: \$.50
Liquidated Damages assessed per Quarter Hour: \$4.00

Connected Multi-space Space Meter: Connected Meters report their availability through the PMMS to the District's MMS in no less than 15 minute increments per the Contract. Using this data, the District shall levy Liquidated Damages for non-operational meters exceeding the Availability Requirement. As Multi-Space Meters govern multiple spaces Liquidated Damages will be calculated on the number of spaces affected. Therefore if there are 20 Connected Multi-Space Space Meters out of Service, the Contractor will be assessed Liquidated Damages on 15 of them.

Total Number of Connected Meters (525)
Allowed Connected Meters Out of Service (5)
Meters Exceeding the Required Availability (15)
Metered Spaces Affected (150)
Liquidated Damages per applicable Metered Space per Quarter Hour: \$.50
Liquidated Damages assessed per Quarter Hour: \$75.00

In order to allow time for meter status verification, the District shall calculate the Meter Operability Rate for a given District Business Day on the fourth (4th) District Business Day following the day for which calculations are being made. The District shall determine operable meters by subtracting the number of inoperable meters identified in the District's work order system from the Meters-In-Service. The District shall determine inoperable meters based on the following information sources: (1) information provided by the Contractor through the Meter Work Order Report required under C.5.4.16, the Meter Outage Report required under C.5.4.16 and the Meter Hooding Report required under C.5.4.16; (2) the District's call center for citizen reporting; and (3) observations of District personnel conducted pursuant to sections E.4 & E.5 of this RFP. The District will allow the Contractor three (3) District Business Days from the date of issuance of a work order issued by the District to check the status of meters identified as inoperable in the District's work order system. If the Contractor's inspection of a meter identified in the District work order system as inoperable indicates to the Contractor that the meter is operable, the District shall consider the meter operable for the purpose of calculating the Meter Operability Rate. The Contractor shall certify the accuracy of its findings as required under C.5.1.9.2.9.

Hooded meters will also be eligible for Liquidated Damages if the hood is not removed from the meter within the established performance measure. Meters removed from service shall be re-installed within 10 days of notice with Liquidated Damages occurring if the meter is not back in service on time.

H.14 Contractor Incentive Payments

- H.14.1 The Contractor shall be eligible for an annual incentive fee or subject to a disincentive fee based upon performance throughout the year. This award is designed to reward performance that meets or exceeds the performance standards. If DDOT/TOA determines the Contractor's performance to be above or below the performance standards, DDOT/TOA will compute the incentive fee or disincentive fee as described in Sections H.14.2 through H.14.8.
- H.14.2 The amount the Contractor is eligible to receive for performance in a given year shall not exceed three percent (3%) of the firm fixed price for all CLINs performed under this contract for that year. Mobilization cost is not included in the incentive/disincentive fee base. The disincentive fee shall also not exceed three percent (3%) of the above mentioned base amount. The incentive/disincentive fee is evaluated for each CLIN. The Performance Evaluation Board (PEB) will advise the Contracting Officer on the amount of the total incentive fee to be received by the Contractor or the disincentive fee to be applied to the payment to the Contractor. The Contracting Officer will exercise the independent discretion in determining whether or not to award to the Contractor an incentive fee or exercise a disincentive fee.
- H.14.3 In advising the Contracting Officer on the amount of the incentive fee to be received or the disincentive fee to be applied, the PEB shall examine each of the performance measures and, based upon the Contractor's reports and reports by District personnel, determine the extent to which the performance standards have been met or exceeded. The PEB will generate an overall PEB score with a scale of 0 to 100. The PEB will carefully consider the results of the quarterly inspection in determining the award. The quarterly evaluation scores will receive the following weights by the PEB:
- H.14.3.1 Each of the quarterly survey scores will make up 22.5% (90% total) of the overall PEB score.
- H.14.4 The final 10% of the overall PEB score will be assigned by the ballots casted by PEB. In assigning this score, the PEB will consider to what extent the Contractor has met the performance standards system-wide (score of 4 or higher for each sample in the in one quarterly survey). PEB will also consider to what extent the contractor has met the partnering goals that will be established in the partnering process (see Section F.3.10) as well as the efforts of the Contractor to establish the partnership.
- H.14.5 In advising the Contracting Officer on the incentive fee, or the disincentive fee, the PEB shall use the following table. If the PEB score falls between two scores PEB scores in the table, the PEB will compute the Incentive Fee percentage or Disincentive Fee percentage using a linear scale. For example, if the PEB score is 98, the percentage of the 3% Incentive Fee awarded would equal:

$$95 + (((98 - 97.5) / (100 - 97.5)) * (100 - 95)) = 96$$

Overall PEB Score	Percentage of 3% Incentive Fee Awarded	Percentage of -3% Disincentive Fee Applied
100	100	0
97.5	95	0
95	90	0
92.5	80	0
90	75	0
87.5	70	0
85	60	0
82.5	40	0
80	20	0
77.5	0	0
75	0	0
72.5	0	0
70	0	5
65	0	10
60	0	25
55	0	50
50	0	75
Less than 50	0	100

H.14.6 The Contractor may prepare and submit a monthly self-appraisal. The Contractor also may submit an annual self-appraisal, addressing both positive and negative aspects of performance, as well as any actions taken to address the negative aspects. The Contractor should provide the supporting data used as the basis for their self-appraisal in electronic format. At the option of the District, the Contractor may provide an oral presentation to the PEB regarding the Contractor’s performance for the year.

H.14.7 The PEB shall evaluate performance in accordance with Sections H.14 and make a recommendation to the Contracting Officer. Within 10 days of receiving the notification, the Contracting Officer shall notify the Contractor of the overall PEB score and the incentive fee or disincentive fee.

H.14.8 If the Contracting Officer decides on a disincentive fee, DDOT/TOA will deduct the amount from the Contractor’s following month’s payment.

H.15 Diversion, Reassignment and Replacement of Key Personnel

The key personnel specified in the contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified key personnel for any reason, the Contractor shall notify the Contracting Officer at least thirty (30) calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact upon

the contract. The Contractor shall obtain written approval of the Contracting Officer for any proposed substitution of key personnel.

H.16 Title to Assets and Improvements

Title to all assets, equipment and improvements utilized for performing the Contract shall be determined based on H.16.1 and H.16.2.

H.16.1 Title to all meters, meter components and spare parts procured by the Contractor under CLINS 0001 through 0003 and covered by any application for payment by the Contractor under G.4 shall pass to the District free and clear of all liens no later than the time of payment of the first invoice for goods and services provided under CLINS 0001 through 0003. However, the Contractor shall bear all risk of loss concerning such meters, meter components and spare parts until such assets, equipment and improvements are physically installed on District streets as stipulated under the applicable CLIN.

H.16.2 Title to all meters, meter components and spare parts assets, equipment and improvements procured by the Contractor and covered by any application for payment by the Contractor under G.4 shall pass to the District no later than the time of payment of the first invoice for goods and services provided shall be free and clear of all liens. However, the Contractor shall bear all risk of loss concerning such assets, equipment and improvements until such assets, equipment and improvements are physically installed on District streets as stipulated under the applicable CLIN. Transfer of title to the District does not make the District liable for any licenses, fees, or payments beyond those paid to the Contractor for services under this RFP and paid through the payment mechanisms of this RFP.

H.17 Mobilization

H.17.1 The District will pay the Contractor a mobilization fee in accordance with Section B.17. The mobilization period will be no more than 30 days following award of the contract. During this period, the Contractor shall develop and submit the deliverables described in Section F that are due within 30 days of the contract award date. The Contractor shall also use this period to order and receive materials, equipment and establish the facilities that will be needed for conducting work under the contract.

H.17.2 The District will provide payment in two (2) equal installments, one at the start of mobilization, and one at the successful completion of mobilization (as determined by the COTR). The COTR will determine successful completion of mobilization based on the Contractor successfully completing all of following factors:

H.17.2.1 Contractor offices and facilities have been adequately established;

H.17.2.2 Sufficient personnel and materials are on hand to begin performing work under the contract; and

H.17.2.3 Deliverables specified in Section F have been submitted, revised as needed, and approved.

H.17.3 Payments under the project (other than the initial mobilization payment) will not begin until mobilization has been successfully completed, and work has begun on the project.

SECTION I: CONTRACT CLAUSES

I.1 Applicability of Standard Contract Provisions

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated March 2007 (“SCP”) are incorporated as part of the contract resulting from this solicitation. To obtain a copy of the SCP, go to www.ocp.dc.gov, click on OCP Policies under the heading “Information”, then click on “Standard Contract Provisions – Supplies and Services Contracts”.

I.2 Contracts that Cross Fiscal Years

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.3 Confidentiality of Information

All information obtained by the Contractor relating to any employee or customer of the District will be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

I.4 Time

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.5 Rights in Data

I.5.1 “Data,” as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

I.5.2 The term “Technical Data,” as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts. Examples of technical data include research and engineering data; engineering drawings and associated lists; specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information;

and computer software documentation. Technical data does not include computer software or financial, administrative, cost and pricing, and management data or other information incidental to contract administration.

- I.5.3 The term "Computer Software," as used herein means computer programs and computer databases. "Computer Programs," as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs, and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent, and may be general purpose in nature or designed to satisfy the requirements of a particular user.
- I.5.4 The term "computer databases," as used herein, means a collection of data in a form capable of being processed and operated on by a computer.
- I.5.5 All data first produced in the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.
- I.5.6 The District will have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:
- I.5.6.1 Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer may be transferred by the District;

I.5.6.2 Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;

I.5.6.3 Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.

I.5.7 The restricted rights set forth in section I.5.6 are of no effect unless

(i) the data is marked by the Contractor with the following legend:

RESTRICTED RIGHTS LEGEND

Use, duplication, or disclosure is subject to restrictions stated in Contract No. _____

With _____(Contractor's Name); and

(ii) If the data is computer software, the related computer software documentation

includes a prominent statement of the restrictions applicable to the computer software. The Contractor may not place any legend on the computer software indicating restrictions on the District's rights in such software unless the restrictions are set forth in a license or agreement made a part of the contract prior to the delivery date of the software. Failure of the Contractor to apply a restricted rights legend to such computer software shall relieve the District of liability with respect to such unmarked software.

I.5.8 In addition to the rights granted in Section I.5.6 above, the Contractor hereby grants to the District a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in Section I.5.6 above, under any copyright owned by the Contractor, in any work of authorship prepared for or acquired by the District under this contract. Unless written approval of the Contracting Officer is obtained, the Contractor shall not include in technical data or computer software prepared for or acquired by the District under this contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the District any rights necessary to perfect a copyright license of the scope specified in the first sentence of this paragraph.

I.5.9 Whenever any data, including computer software, are to be obtained from a subcontractor under this contract, the Contractor shall use this clause, I.5, Rights in Data, in the subcontract, without alteration, and no other clause shall be used to

enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.

- I.5.10 For all computer software furnished to the District with the rights specified in Section I.5.5, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope specified in Section I.5.5. For all computer software furnished to the District with the restricted rights specified in Section I.5.6, the District, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under this contract or any paid-up maintenance agreement, or if Contractor should be declared bankrupt or insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.
- I.5.11 The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.
- I.5.12 Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.
- I.5.13 Paragraphs I.5.6, I.5.7, I.5.8, I.5.11 and I.5.12 above are not applicable to material furnished to the Contractor by the District and incorporated in the work furnished under contract, provided that such incorporated material is identified by the Contractor at the time of delivery of such work

I.6 Other Contractors

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

I.7 Subcontracts

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the Contracting Officer. Contractor shall submit any proposed subcontract to DDOT for review. DDOT shall have 2 weeks to review such agreements. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding

any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.8 Insurance and Bonding

I.8.1 All policies and certificates shall be sent to the Contracting Officer, DDOT, 55 M Street SE, Washington, DC 20003.

Contractor shall procure and maintain, the types of insurance specified below. The Contractor shall submit a certificate of insurance giving evidence of the required coverage prior to commencing work. All insurance shall be written with responsible companies licensed by the District of Columbia's Department of Insurance, Securities and Banking. The Contractor shall require all subcontractors to carry the insurance required herein, or Contractor may, at its option, provide the coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate. All insurance provided by the Contractor as required by this section, except comprehensive automobile liability insurance, worker's compensation and professional liability insurance shall set forth the District as an additional named insured. In no event shall work be performed until the required certificates of insurance have been furnished. The insurance shall provide for 30 days' prior written notice to be given to the District in the event coverage is substantially changed, canceled or non-renewed. If the insurance provided is not in compliance with all the requirements herein, the District maintains the right to stop work until proper evidence is provided.

I.8.1.1 The Contractor shall provide Professional Liability Insurance (Architects and Engineers Errors and Omissions Liability Insurance) to cover liability resulting from any error or omission caused by the performance of professional services under this Contract.

I.8.1.2 The policy shall provide limits of \$1,000,000 per occurrence for each wrongful act and \$2,000,000 per aggregate for each wrongful act

I.8.1.3 The Contractor shall maintain this insurance for five (5) years following the District's final acceptance of the work.

I.8.1.4 Commercial General Liability Insurance; The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the operations performed, that it carries \$1,000,000 limits per occurrence; includes coverage for products and completed operations and personal and advertising injury. The policy coverage shall be primary and non-contributory, shall contain the CGL 2503 per project endorsement, and shall include the District of Columbia as an additional insured.

I.8.1.5 Commercial General Liability Insurance; If the Contractor is providing insurance for a subcontractor, the Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the operations performed, that it carries \$1,000,000 limits per occurrence; \$2,000,000 per aggregate; includes coverage for products and completed operations and personal and advertising injury. The policy

coverage shall be primary and non-contributory, shall contain the CGL 2503 per project endorsement, and shall include the District of Columbia as an additional insured. Automobile Liability Insurance: The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of the contract. The policy shall cover the operations performed under the contract with a \$1,000,000 per occurrence combined single limit for bodily injury and property damage. The policy coverage shall be primary and non-contributory and shall include the District of Columbia as an additional insured.

I.8.1.6 **Workers' Compensation Insurance**: The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

I.8.1.7 **Employer's Liability Insurance**: The Contractor shall provide employer's liability insurance as follows: \$1,000,000 per accident for injury; \$1,000,000 per employee for disease; and \$1,000,000 for policy disease limit.

I.8.1.8 **Crime Insurance (3rd Party Indemnity)**. The Contractor shall provide a 3rd Party Crime policy to cover the dishonest acts of Contractor's employees which result in a loss to the District. The policy shall provide a limit of \$1,000,000.00 per occurrence. This coverage shall be endorsed to name the District of Columbia as joint-loss payee, as their interests may appear.

I.8.2 Each of the collection personnel provided by the Contractor shall be individually bonded to a minimum liability of \$150,000.00 against loss, theft, misappropriation and improper care in the handling and safeguarding of District's monies and collection supplies and materials.

I.8.3 **The Contractor shall provide Performance and Payment Security.**

I.8.3.1 **Performance Bond**:

The successful offeror will be required to submit a performance bond in the amount of one hundred percent (100%) of the contract price. The bond shall bind the Principal and the Surety(ies) to the District of Columbia for year 1 (one) of the contract. The bond shall be renewed for each year thereafter.

Corporations executing the bond as sureties must be among those appearing on the US Treasury Department's list of approved sureties and must be acting within the limitations set forth therein, and shall be listed with the "Insurance Administration, Department of Consumer and Regulatory Affairs", to do business in the District of Columbia. The surety shall attach hereto an adequate Power-of Attorney for each representative signing the bond.

Each offeror shall submit with its proposal a Letter of Commitment from the Surety stating their intent to provide a performance bond upon demand by the Contracting Officer.

I.8.3.2 Payment Bond:

The successful offeror will be required to submit a performance bond in the amount of fifty percent (50)% of the contract price. The bond shall bind the Principal and the Surety(ies) to the District of Columbia for year 1 (one) of the contract. The bond shall be renewed for each year thereafter.

Corporations executing the bond as sureties must be among those appearing on the US Treasury Department's list of approved sureties and must be acting within the limitations set forth therein, and shall be listed with the "Insurance Administration, Department of Consumer and Regulatory Affairs", to do business in the District of Columbia. The surety shall attach hereto an adequate Power-of Attorney for each representative signing the bond.

Each offeror shall submit with its proposal a Letter of Commitment from the Surety stating their intent to provide a performance bond upon demand by the Contracting Officer.

I.9 Equal Employment Opportunity

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.2.2. An award cannot be made to any Contractor who has not satisfied the equal employment requirements.

I.10 Order of Precedence

the A conflict in language shall be resolved by giving precedence to the document in highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:

- (1) An applicable Court Order, if any
- (2) Contract document
- (3) Standard Contract Provisions
- (4) Contract attachments other than the Standard Contract Provisions
- (5) RFP, as amended
- (6) BAFOs (in order of most recent to earliest)
- (7) Proposal

I.11 Pre-Award Approval of Contracts in Excess of \$1 Million and Multi-Year Contracts

I.11.1 Million Dollar Contracts:

I.11.1.1 The award and enforceability of this contract is contingent upon approval of the Council of the District of Columbia.

I.11.1.2 In accordance with D.C. Official Code §2-301.05a, the Mayor must submit to the Council for approval any contract action over one million dollars within a 12-month period.

I.11.2 Multi-Year Contracts:

In accordance with D.C. Official Code §2-301.05a and §1-204.51(c), the Council of the District of Columbia must approve award of any contract that has obligations that extend beyond the fiscal year for which appropriated.

I.12 Cancellation Ceiling

In the event of cancellation of the contract because of non-appropriation for any subsequent fiscal years or any option years, there shall be a cancellation ceiling of **zero (0.00)** dollars representing reasonable reproduction and other non-recurring costs, which would be applicable to the items or services being furnished and normally amortized over the life of the contract.

I.13 Required Subcontracting Set Aside

35% of the total dollar value of this contract has been set-aside for performance through subcontracting with businesses certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable, as local business enterprises, disadvantaged business enterprises, resident-owned businesses, local business enterprises with their principal offices located in an enterprise zone, small business enterprises, or longtime resident businesses. Any prime contractor responding to this solicitation shall submit within 5 days of the contracting officer's request, a notarized statement detailing its subcontracting plan. Once the plan is approved by the contracting officer, changes will only occur with the prior written approval of the contracting officer and the Director of DSLBD.

SECTION J: LIST OF ATTACHMENTS AND APPENDICES

J.1 ATTACHMENTS INCORPORATED AS A PART OF THE CONTRACT

The following attachments and appendices are incorporated as part of the contract resulting from this solicitation:

Attachment Number	Document
J.1	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (March 2007) available at www.ocp.dc.gov click on “Solicitation Attachments”
J.2	U.S. Department of Labor Wage Determination 2005-2103 Revision No. 11 dated 06/13/2011
J.3	Office of Local Business Development Equal Employment Opportunity Information Report and Mayor’s Order 85-85 available at www.ocp.dc.gov click on “Solicitation Attachments”
J.4	Department of Employment Services First Source Employment Agreement available at www.ocp.dc.gov click on “Solicitation Attachments”
J.5	Way to Work Amendment Act of 2006 - Living Wage Notice available at www.ocp.dc.gov click on “Solicitation Attachments”
J.6	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet available at www.ocp.dc.gov click on “Solicitation Attachments”
J.7	Tax Certification Affidavit available at www.ocp.dc.gov click on “Solicitation Attachments”
J.8	Cost/Price Certification and Data Package available at www.ocp.dc.gov click on “Solicitation Attachments”
J.9	Manual of Uniform Traffic Control Devices http://mutcd.fhwa.dot.gov/

J.2 Appendices

J.2.1	Data Requirements and District IT Systems
J.2.2	Single Space Connected Meter Requirements
J.2.3	Multi-space Connected Meter Requirements
J.2.4	Option 1 – Price Workbook with System Refresh (separate Excel Workbook)
J.2.5	Option 2 - Price Workbook with No System Refresh (separate Excel Workbook)
J.2.6	Space Sensor Requirements
J.2.7	Wage Determination
J.2.8	Spare and Shop Inventory (separate excel document)
J.2.9	Sign Specifications (separate PowerPoint Presentation)

SECTION K: CERTIFICATIONS, REPRESENTATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 AUTHORIZED NEGOTIATORS

The Offeror represents that the following persons are authorized to negotiate on its behalf with the District in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators).

K.2 TYPE OF BUSINESS ORGANIZATION

K.2.1 By checking the applicable box, the Offeror, represents that:

(a) It operates as:

_____ a corporation incorporated under the laws of the state of:

_____ an individual,

_____ a partnership,

_____ a nonprofit organization, or

_____ a joint venture.

(b) If the offeror is a foreign entity, it operates as:

_____ an individual,

_____ a joint venture, or

_____ a corporation registered for business in _____

(Country)

K.3 CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY OBLIGATIONS

Mayor's Order 85-85, "Compliance with Equal Opportunity Obligations in Contracts", dated June 10, 1985 and the Office of Human Rights' regulations, Chapter 11, "Equal Employment Opportunity Requirements in Contracts", promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) are included as a part of this solicitation and require the following certification for contracts subject to the order. Failure to complete the certification may result in rejection of the Offeror for a contract subject to the order. I hereby certify that I am fully aware of the content of the Mayor's Order 85-85 and the Office of Human Rights' regulations, Chapter 11, and agree to comply with them in performance of this contract.

Offeror _____ Date _____

Name _____ Title _____

Signature _____

Offeror ____ has ____ has not participated in a previous contract or subcontract subject to the Mayor's Order 85-85. Offeror ____ has ____ has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed subofferors. (The above representations need not be submitted in connection with contracts or subcontracts which are exempt from the Mayor's Order.)

K.4 BUY AMERICAN CERTIFICATION

RESERVED.

K.5 DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION

Each Offeror shall check one of the following:

____ No person listed in Clause 13 of the SCP (Attachment J.1), "District Employees Not To Benefit" will benefit from this contract.

____ The following person(s) listed in Clause 13 of the SCP (Attachment J.1), "District Employees Not To Benefit" may benefit from this contract. For each person listed, attach the affidavit required by Clause 13.

K.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) Each signature of the Offeror is considered to be a certification by the signatory that:

1) The prices in this contract have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any Offeror or competitor relating to:

- (i) those prices,
- (ii) the intention to submit a contract, or
- (iii) the methods or factors used to calculate the prices in the contract.

- 2) The prices in this contract have not been and will not be knowingly disclosed by the Offeror, directly or indirectly, to any other Offeror or competitor before contract opening unless otherwise required by law; and
 - 3) No attempt has been made or will be made by the Offeror to induce any other concern to submit or not to submit a contract for the purpose of restricting competition.
- (b) Each signature of the Offeror is considered to be a certification by the signatory that the signatory:
- 1) Is the person in the Offeror's organization responsible for determining the prices being offered in this contract, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - 2) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

(insert full name of person(s) in the organization responsible for determining the prices offered in this contract and the title of his or her position in the Offeror's organization);

As an authorized agent, does certify that the principals named in subdivision (b)(2) have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

As an agent, has not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) If the Offeror deletes or modifies subparagraph (a)(2) above, the Offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K.7 TAX CERTIFICATION

Each Offeror must submit with its offer, a sworn Tax Certification Affidavit, incorporated herein as Attachment J.7.

K.8 CERTIFICATION OF ELIGIBILITY

The Offeror’s signature shall be considered a certification by the signatory that the Offeror, or any person associated therewith in the capacity of owner, partner, director, officer, principal, or any position involving the administration of funds:

- A. is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility under any federal, District or state statutes;
- B. has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal, District or state agency within the past three (3) years;
- C. does not have a proposed debarment pending; and
- D. has not been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

Indicate below any exception to your certification of eligibility and to whom it applies, their position in the Offeror’s organization, the initiating agency, and dates of action. Exceptions will not necessarily result in denial of award, but will be considered in determining responsibility of the Offeror. Providing false information may result in criminal prosecution or administrative sanctions.

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SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 CONTRACT AWARD

L.1.1 Most Advantageous to the District

The District intends to award a single contract resulting from this solicitation to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

L.1.2 Initial Offers

The District may award contracts on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Offeror's best terms from a standpoint of cost or price, technical and other factors.

L.2 PROPOSAL FORM, ORGANIZATION AND CONTENT

L.2.1 Offerors shall note that this is a request for proposals and not an invitation for bids (IFB). Award will not be made solely on price (see Section M) and the District reserves the right to hold discussions and seek clarifications prior to award. The District will physically check each Offeror's facilities and capabilities, as noted in Section M.

L.2.2 A Mandatory Pre-Proposal Conference will be held for the purpose of answering any questions relative to the RFP and the scope of services on November 30, 2011 at the Reeves Center, 2000 14th Street, NW in Washington, D.C. This conference will be held in the 2nd Floor Conference Room at 10AM. This Conference is mandatory for Prime Contractors. Companies which do not attend the Conference will not be allowed to offer as prime. There is no requirement for Subcontractors to attend although it is recommended.

L.2.3 One original and 10 copies of the written proposals shall be submitted in three parts, titled "Technical Proposal" , "Staffing/Management/QC/QA/Past Performance Proposal" and "Price Proposal". Proposals shall be typewritten in 12 point font size on 8.5" by 11" bond paper. Telephonic and telegraphic proposals will not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked: "Proposal in Response to Solicitation No. **DCKA-2012-R-0018, Title and name of Offeror**".

L.2.3 Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, **EVALUATION FACTORS FOR AWARD**. The Offeror shall respond to each factor in a way that will allow the District to evaluate the Offeror's response. The Offeror shall submit information in a clear, concise, factual and

logical manner providing a comprehensive description of program services and service delivery. The information requested below for the technical proposal shall facilitate evaluation and best value source selection for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise representation of the requirements in the statement of work.

L.2.4 Technical Proposal (not to exceed 75 pages)

A. Technical proposals must provide a detailed description of how the Offeror intends to accomplish the tasks and meet the performance standards set forth in this RFP. The technical proposal must clearly indicate how the Offeror would proceed if awarded the contract.

B. The technical proposal must be organized as follows:

1. *Executive Summary (not to exceed 5 pages)*: Provide an overview of the technical approach. Clearly include any assumptions made in responding to the RFP and any exceptions made in the offer. The executive summary also must identify any uncertainties and briefly explain how the Offeror intends to address those uncertainties.
2. *Asset Upgrade Plan*: Provide a clear understanding of the technical capabilities of the firm, the technology proposed, any deviations from District specifications taken, and a sample project schedule showing how the asset refresh will be accomplished within the first year of the Contract. The Plan should clearly identify:
 - a) The overall vision for the asset refresh.
 - b) The mix of single space and multi-space assets to be utilized and why.
 - c) How the Offeror will manage network communications.
 - d) A discussion of the Offeror's Dynamic Pricing solution.
 - e) The schedule for implementation of the asset refresh.
 - f) If proposed a justification for deviated from the District's specifications.
3. *Summary of Work Plan*: Although a complete work plan will be required 30 days after award of the contract, Offerors must explain how they intend to conduct each of the tasks set forth in Section C and meet each of the performance standards. Please note that this section should include maintenance, collections, and work

associated with the Batch CLINs. The summary must clearly identify:

- a) The resources, including equipment, materials, and staff, necessary and available to conduct the work;
 - b) The Offeror's ability to respond quickly to emergency maintenance/repair requirements.
 - c) The techniques and practices that will be used to conduct the work, including any innovative techniques and practices, that may be used over the life of the contract;
 - d) The methods for assuring safety during collections and assuring a clear audit trail for accounting;
 - e) Any assumptions, deviations, or exceptions to the RFP;
 - f) Any technical uncertainties and specific proposals for resolving those uncertainties;
 - g) The Offeror's plan for keeping an adequate supply of materials;
 - h) The Offeror's plan for how they will prioritize and address activities to ensure safety, including activities or issues that may not be specifically addressed in this Scope of Work.
 - i) Traffic Control Plan for activities where the Offeror will interrupt the flow of traffic. It is anticipated this will be primarily during asset refresh or the exercise of Batch CLINs, but Offerors should assure the District they understand how to control traffic if needed.
 - j) The Offeror's plan for inventorying, numbering and marking assets.
 - k) Any other issues the Offeror believes are important to meeting the performance standards set forth in this RFP.
3. Summary of Data Exchange Plan. Although a complete data exchange plan will be required 30 days after award, Offerors must include a summary their plans to exchange data with the District's database systems. This must include information regarding the following:
- a) System to be used by the Contractor to record maintenance activities.

- b) Discussion of how the Offeror intends to implement the web services data exchange with CityWorks.

L.2.5 Staffing/Management - Quality Control/Quality Assurance - Past Performance Proposal (not to exceed 50 pages)

- A. Staffing/Management - Quality Control/ Quality Assurance - Past Performance proposals must clearly describe how the Offeror intends to staff all of the tasks set forth in the RFP and how the Offeror intends to proactively manage staff and information to ensure that work is completed to the performance standards set forth in this RFP. If subcontractors are used, the staffing/management proposal must describe how the Offeror intends to manage and provide oversight of all subcontractor activities.
- B. Quality Control and Quality Assurance (QC/QA) are key elements to the success of any performance-based contract. The proposal must describe the Offeror's plans for controlling and assuring quality both in identifying needs and inspecting quality of work performed.
- C. Related experience and past performance on related project must also be described. As noted in Section M, past performance is a key evaluation criterion.
- D. The Staffing/Management - QC/QA - Past Performance Proposal must be organized as follows:
 - 1. *Executive Summary (not to exceed 5 pages):* Provide an overview of how the Offeror intends to staff and manage all of the tasks in this RFP.
 - 2. *Summary of Staffing/Management Plan/Subcontracting Plan:* Although a complete staffing/management plan will be required 30 days after award, Offerors must explain how they intend to provide staff and management support to ensure that all tasks are completed to the performance standards set forth in this RFP. For purposes of this section, key personnel include the overall program manager and project managers for each task area set forth in Section C of this RFP. At a minimum, Offerors must describe:
 - a) The overall program or project manager, including a resume;
 - b) The single key personnel responsible for each task area set forth in Section C of this RFP, including names, proposed title, and brief summaries of relevant experience;
 - c) How the Offeror intends to ensure that staff (key and non-key), including staff employed by subcontractors, will be available

- d) throughout the life of the contract for routine and emergency/fast response activities;
 - e) The Offeror's plan to ensure that all employees, including subcontractors, have adequate training and understand the requirements of their functions;
 - f) The Offeror's plans for meeting in District Hiring Goals;
 - g) How the Offeror intends to make management of the contract proactive;
 - h) The Offeror's ability to control prices and reduce financial risk to the government;
 - i) The Offeror's ability to attend regular meetings with the COTR on short notice; and
 - j) The procedures and plans for managing subcontractor performance.
 - k) The Offeror's plan to use certified disadvantaged business enterprises.
3. *Summary of Quality Control/Quality Assurance Plan:* Although a complete quality control/quality assurance plan will be required after award of the contract, Offerors must include information regarding the key elements of that plan. This must include information regarding:
- a) The Offeror's plan to proactively identify work needs in a timely manner.
 - b) The Offeror's plan to ensure that quality work is performed.
 - c) The Offeror's plan to monitor quality after work has been completed.
 - d) The Offeror's plan to ensure that all equipment remains in good working order.
 - e) The Offeror's plan to ensure that all materials meet appropriate specifications and are readily available for repair or maintenance work.
4. *Facilities:* Offerors must describe the facilities that they will use to conduct the contract. The District will physically visit and

assess the adequacy of the facilities as part of the proposal evaluation process. At a minimum, Offerors must describe:

- a) The Offeror's facilities, equipment, and materials available to perform all tasks set forth in this RFP.

5. *Experience and Past Performance:* Offerors must describe their experience, as well as the experience of any proposed subcontractors, in conducting all tasks set forth in this RFP and in project management for projects of comparable scope and complexity. For each task, Offerors must include:

- a) A brief description of the relevant technical or task-specific experience, including the budget for the project and the period of performance;
- b) A brief description of the relevant program management experience;
- c) A point of contact that may be used as a reference; and
- d) A listing of key personnel involved in the project that also are proposed in response to this RFP.

6. **In addition to a narrative presentation of this information, Offerors must provide an experience and past performance matrix.**

7. Conflict of Interest statements shall appear in this proposal. It is the District of Columbia's policy to award contracts to only those Offerors whose objectivity is not impaired because of any related past, present, or planned interest, financial or otherwise, in organizations regulated by the District or in organizations whose interests may be substantially affected by District activities. Based on this policy:

- a) Offerors shall describe, in a concise manner, all past, present or planned organizational, financial, contractual or other interests with organizations regulated by the District or with organizations whose interests may be substantially affected by District activities, and which is related to the work under this solicitation. The interests described shall include those of the proposer, its affiliates, proposed consultants, proposed subcontractors and key personnel of any of the above. Past interest shall be limited to within one year of the date of the Offeror's technical proposal. Key personnel shall include any person owning more than a 20% interest in the Offeror, and the Offeror's corporate officers, its senior managers and any

employee who is responsible for making a decision or taking an action on this contract where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

- b) Offeror shall describe why, in light of any interests identified in (a) above, performance of the proposed contract can be accomplished in an impartial and objective manner.
- c) In the absence of any relevant interest identified in (a) above, the Offeror shall submit in its proposal a statement that to its best knowledge and belief, no affiliation exists relevant to possible conflicts of interest. The Offeror must obtain the same information from potential subcontractors prior to award of a subcontract.
- d) The Contracting Officer will review all statements submitted and may require additional relevant information from the Offeror. All such information, and any other relevant information known to the District, will be used to determine whether an award to the Offeror may create a conflict of interest. If such conflict of interest is found to exist, the Contracting Officer may (1) disqualify the Offeror, or (2) determine that it is otherwise in the best interest of the District to contract with the Offeror and include appropriate provisions to mitigate or avoid such conflict in the contract awarded.
- e) The refusal to provide the disclosure or representation, or any additional information required, may result in disqualification of the Offeror for award. If nondisclosure or misrepresentation is discovered after award, the resulting contract may be terminated. If after award, the Contractor discovers a conflict of interest with respect to the contract awarded as a result of this solicitation, which could not reasonably have been known prior to award, an immediate and full disclosure shall be made in writing to the Contracting Officer. The disclosure shall include a full description of the conflict, a description of the action the Contractor has taken or proposes to take, to avoid or mitigate such conflict. The Contracting Officer may, however, terminate the contract for convenience if he or she deems that termination is in the best interest of the District.

L.2.6 Price Proposal

The price proposal must consist solely of the documents contained in Section B, including cost and pricing data. Offerors may, however, include a narrative

describing or explaining their price proposal, and this narrative must not exceed ten pages.

L.3 PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, AND LATE WITHDRAWALS

L.3.1 Proposal Submission

Proposals must be submitted no later than 2:00PM local time on **(insert date and year)**. Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- A. The proposal or modification was sent by registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of offers;
- B. The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused solely by mishandling by the District, or
- C. The proposal is the only proposal received.

L.3.2 Withdrawal or Modification of Proposals

An Offeror may modify or withdraw its proposal upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of proposals, but not later than the closing date for receipt of proposals.

L.3.3 Postmarks

The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the proposal, modification or request for withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the

postmark, the proposal shall be considered late unless the Offeror can furnish evidence from the postal authorities of timely mailing.

L.3.4 Late Proposals

A late proposal, late modification or late request for withdrawal of a proposal that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful proposals resulting from this solicitation.

L.3.5 Late Modifications

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

L.4 HAND DELIVERY OR MAILING OF PROPOSALS

DELIVER OR MAIL TO

Office of Contracting and Procurement
Bid Room
2000 14th St. N.W. – 3rd Floor
Washington, D.C. 20009

L.5 EXPLANATION TO PROSPECTIVE OFFERORS

L.5.1 If a prospective Offeror has any questions relative to this solicitation, the prospective Offeror shall submit the question in writing to the Contracting Officer. The prospective Offeror shall submit questions no later than 15 calendar days prior to the closing date and time indicated for this solicitation. The District will not consider any questions received less than 15 calendar days before the date set for submission of proposal. The District will furnish responses promptly to all other prospective Offerors. An amendment to the solicitation will be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract will not be binding.

L.5.2 Offerors are expected to thoroughly and completely examine this solicitation and all of its attachments, enclosures, and source documents. Failure to do so will be at the Offeror's risk.

L.5.3 *Offerors also must conduct their own evaluation of the assets covered by this RFP. Although this RFP contains information regarding the quality and quantity of assets to be managed, this information is provided only as guidance. The District makes no claim that the information is either accurate or complete.*

L.6 FAILURE TO SUBMIT OFFERS

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they shall advise the Office of Contracting and Procurement, Agency Chief Contracting Officer for DDOT, Jerry Carter (55 M Street, SE 7th Floor, Washington DC 20001, 202-671-2270), by letter or postcard whether they want to receive future solicitations for similar requirements.

L.7 PROTESTS

Any actual or prospective Offeror, Offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent prior to proposal opening or the time set for receipt of initial proposals shall be filed with the Board prior to proposal opening or the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 414 4th Street, N.W., Suite 350N, Washington, D.C. 20001. The aggrieved person shall also mail a copy of the protest to the Contracting Officer for the solicitation.

L.8 SIGNING OF OFFERS

The Contractor shall sign the offer and print or type its name on the **Solicitation, Offer and Award** form of this solicitation. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

L.9 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are **not** desired and may be construed as an indication of the Offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired

L.10 RETENTION OF PROPOSALS

All proposal documents will be the property of the District and retained by the District, and therefore will not be returned to the Offerors.

L.11 PROPOSAL COSTS

The District is not liable for any costs incurred by the Offerors in submitting proposals in response to this solicitation.

L.12 ACKNOWLEDGMENT OF AMENDMENTS

The Offeror shall acknowledge receipt of any amendment to this solicitation (a) by signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section A of the solicitation cover sheet; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of offers. Offerors' failure to acknowledge an amendment may result in rejection of the offer.

L.13 ACCEPTANCE PERIOD

The Offeror agrees that its offer remains valid for a period of 90 days from the solicitation's closing date.

L.14 BEST AND FINAL OFFERS

If, subsequent to receiving original proposals, negotiations are conducted, all technically acceptable Offerors within the competitive range (**overall score greater than 70 (technical and price combined)**) will be so notified and will be provided an opportunity to submit written best and final offers at the designated date and time. Best and Final Offers will be subject to the Late Submissions, Late Modifications and Late Withdrawals of Proposals provision of the solicitation. After receipt of best and final offers, no discussions will be reopened unless the Contracting Officer determines that it is clearly in the Government's best interest to do so, e.g., it is clear that information available at that time is inadequate to reasonably justify Contractor selection and award based on the best and final offers received. If discussions are reopened, the Contracting Officer shall issue an additional request for best and final offers to all technically acceptable Offerors still within the competitive range.

L.15 LEGAL STATUS OF OFFEROR

Each proposal must provide the following information:

L.15.1 Name, Address, Telephone Number, Federal tax identification number and DUNS Number of Offeror;

L.15.2 District of Columbia, license, registration or certification if required by law to obtain such license, registration or certification. If the Offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

L.15.3 If the Offeror is a partnership or joint venture, names of general partners or joint ventures, and copies of any joint venture or teaming agreements.

L.15.4 The District reserves the right to request additional information regarding the Offeror's organizational status.

L.16 STANDARDS OF RESPONSIBILITY

The prospective Contractor must demonstrate to the satisfaction of the District the capability in all respects to perform fully the contract requirements, therefore, the prospective Contractor must submit the documentation listed below, within five (5) days of the request by the District.

L.16.1 Furnish evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.

L.16.2 Furnish evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

L.16.3 Furnish evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.

L.16.4 Furnish evidence of compliance with the applicable District licensing, tax laws and regulations.

L.16.5 Furnish evidence of a satisfactory performance record, record of integrity and business ethics.

L.16.6 Furnish evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.

L.16.7 If the prospective Contractor fails to supply the information requested, the Contracting Officer shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the prospective Contractor to be unacceptable.

L.17 KEY PERSONNEL

L.17.1 The District considers the following positions to be key personnel for this contract. Please note that key personnel will work no less that 90% on this Contract and be available to the District as needed, responding in 2 hours to requests. In the event that a key personnel is unavailable (vacation, conference, etc.) the Contractor shall

designate an acting key personnel with the same ability to commit the Contractor during their absence. :

Program Manager
Maintenance Lead
Collections Lead

L.17.2 The Offeror shall set forth in its proposal the names and reporting relationships of the key personnel the Offeror will use to perform the work under the proposed contract. Their resumes shall be included. The hours that each will devote to the contract shall be provided in total and broken down by task.

L.18 ELECTRONIC COPY OF PROPOSALS FOR FREEDOM OF INFORMATION ACT REQUESTS

In addition to other proposal submission requirements, the Offeror must submit an electronic copy of its proposal, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code §2-534, in order for the District to comply with §2-536(b) that requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District proposals following award of the contract, subject to applicable FOIA exemption under §2-534(a)(1).

L.19 FAMILIARIZATION WITH CONDITIONS

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered, and the conditions under which the work is to be accomplished. Contractors will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

SECTION M - EVALUATION FACTORS

M.1 EVALUATION FOR AWARD

The contract will be awarded to the responsible Offeror whose offer is technically acceptable to DDOT/TOA, and offers the best value to the District as determined by the total overall score from the evaluation criteria specified below.

M.2 TECHNICAL RATING

The Technical Rating Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
1	Unacceptable	Fails to meet minimum requirements; major deficiencies which are not correctable.
2	Poor	Marginally meets minimum requirements; significant deficiencies which may be correctable.
3	Acceptable	Meets requirements; only minor deficiencies which are correctable.
4	Good	Meets requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

For example, if a factor has a point evaluation of 0 to 20 points, and (using the Technical Rating Scale) the District evaluates as "good" the part of the proposal applicable to the factor, the score for the factor is 16 (4/5 of 20).

M.3 EVALUATION STANDARDS

DDOT/TOA's proposal evaluation panel will find the Offeror to be technically acceptable if its Technical Proposal receives at least 60% of the **40** points available (see Section M.4.1) and its Staffing/ Management/ QC/QA / Past Performance Proposal receives at least 60% of the **30** points available (see Section M.4.2). DDOT/TOA will only evaluate an Offeror's Price Proposal if DDOT/TOA's proposal evaluation panel finds that Offeror to be technically acceptable. DDOT/TOA will check those Price Proposals evaluated for price reasonableness.

M. 4 EVALUATION CRITERIA

Proposals will be evaluated based on the following technical evaluation factors.

M.4.1 TECHNICAL (40 Points)

Technical proposals will be rated based upon the extent to which Offerors demonstrate, in clear and concise language, their experience, knowledge and understanding of issues relating to preservation and maintenance of the assets covered by this RFP. Offerors shall refer to section L.2.1. of this RFP for instructions regarding the format of technical proposals.

In evaluating proposals, the following criteria will be used:

- A. The extent to which Offerors provide a clear, concise, high probability for success work plan for meeting all of the performance standards for all of the tasks set

forth in Section C. This includes staffing levels, materials, and equipment, as well as work methods, environmental protection, functional efficiency and flexibility, traffic management and protection, coordination with utilities, government agencies, and other organizations, and quick response and/or emergency asset management and maintenance activities to make the roadway safe for the traveling public.

- B. The extent to which the Offerors demonstrates experience, knowledge, and understanding of preservation, and maintenance for all of the parking meter assets referenced in this RFP. Experience, knowledge, and understanding should be demonstrated in each of the specific task areas identified in Section C of this RFP.
- C. The extent to which proposed subcontractors, for the specific activities that they will conduct, demonstrate experience, knowledge and understanding of operations and maintenance for the assets referenced in this RFP.
- D. The extent to which the proposed Prime Contractor and subcontractors demonstrate experience, knowledge and understanding of key safety issues, including work zone safety, worker protection, safety for pedestrians, bicyclists, and other non-vehicle uses, and the safety implications of poorly maintained or repaired assets.
- E. Experience, knowledge and understanding in using innovative techniques, processes, data analysis, performance metrics, or materials related to operations and maintenance of the assets referenced in this RFP, including whether the Offeror's potential use of innovation is likely to enhance the ability to meet the performance standards set forth in this RFP.
- F. The extent to which Offerors demonstrate knowledge and understanding of the type and level of effort necessary to ensure that all assets covered by this RFP meet the performance standards as quickly as possible, preferably within the first year of performance.
- G. The extent to which Offeror's Traffic Control Plan demonstrates experience in controlling traffic in a busy urban environment.
- H. The extent to which the Offeror has presented an adequate plan for keeping an adequate supply of materials.
- I. The extent to which Offerors demonstrate the ability to respond to emergency maintenance repairs.
- J. The extent to which assumptions and deviations made by the Offeror threaten the probability of success of the contract.
- K. The extent to which Offerors have provided high probability for success proposals for resolving any technical uncertainties that they raised.

- L. The extent to which offerors can implement best-practices and lessons learned from other jurisdictions.
- M. Innovative approaches and processes that will make the District parking a global showcase for innovation and efficiency.

M.4.2 STAFFING/ MANAGEMENT/ QC/QA/ PAST PERFORMANCE (30 Points)

Note – Subcategories are listing in descending order of importance.

A. Past Performance

1. The extent to which the Prime Contractor's and subcontractor's experience and past performance on asset preservation, maintenance, and management contracts of comparable size demonstrates a likelihood of successfully performing all of the tasks set forth in this RFP.
2. The relevancy of the past performance management experience examples provided by the Offeror
3. The quality of references provided by the identified contact personnel. References should have direct experience in working with the Contractor as a client.
4. The extent to which personnel with relevant past performance are proposed on this project.

B. Staffing

1. The adequacy and relevance of the qualifications and experience of the proposed program manager.
2. The qualifications and experience of key personnel by task area, for the proposed Prime Contractor and the subcontractors, related to rehabilitation and maintenance of the parking meter assets referenced in this RFP.
3. The extent to which key and non-key personnel are available for the term of the proposed contract.
4. The adequacy of the Offeror's plan to ensure adequate training and understanding of requirements.
5. The extent to which certified disadvantaged business enterprises are represented.

C. Management

1. The extent to which the Prime Contractor's management plan demonstrates basic understanding of the project/program management principles and processes as defined in the Project Management Institute's (PMI) body of knowledge.
2. The ability to maintain and preserve parking meter assets in compliance with the performance standards set forth in this RFP.
3. The extent to which the Prime Contractor's management plan demonstrates the ability to effectively manage the proposed subcontractors and meet the District's subcontracting requirements.
4. The extent to which the management plan demonstrates the ability to control prices and reduce financial risks to the government.
5. The extent to which the management plan demonstrates an adequate approach for ensuring the availability of staff and resources, over the term of the contract, for routine and emergency/fast response activities.
6. The extent to which the management plan demonstrates a process that will ensure availability of materials, the adequacy of the specified amount of materials that the Offeror proposes to keep on hand, and a demonstrated knowledge of parking meter material supply times.
7. The extent to which the management plan demonstrates a proactive management approach.
8. The adequacy of the Offeror's ability to work collaboratively with DDOT staff and attend project meetings on short notice.

D. Quality Control/Quality Assurance

1. The extent to which the Prime Contractor's quality control/quality assurance plan is likely to ensure that all tasks meet the performance standards set forth in this RFP, including tasks performed by the subcontractors.
2. The extent to which the Prime Contractor's quality control/quality assurance plan represents a proactive approach that will identify needs in a timely manner.
3. The adequacy of the Offeror's plan for ensuring quality work.
4. The adequacy of the Offeror's plan for ensuring that equipment remains in good working order.

5. The adequacy of the Offeror's plan for ensuring that materials meet specifications and are readily available.

E. Facilities

1. The extent to which the proposed Prime Contractor's and major subcontractor's facilities, equipment and materials demonstrate a likelihood of successfully performing all of the tasks set forth in this RFP. The District will perform a physical inspection of proposed facilities.

M.4.3 PRICE CRITERIA (30 Points)

The price evaluation will be objective. The Offeror with the lowest cost/price will receive the maximum price points. All other proposals will receive a proportionately lower total score.

Cash Flow Management will be scored in the following fashion. The District will assign 5 points to each Offeror who keeps the annual payment with no greater than a 3% increase per year.

The remaining 25 points will be distributed using the following formula to determine each Offeror's evaluated cost/price score:

The following formula will be used to determine each Offeror's evaluated cost/price score:

$$\frac{\text{Lowest cost/price proposal}}{\text{cost/price of proposal being evaluated}} \times \text{weight} = \text{evaluated cost/price score}$$

To develop the Offeror's price for the Asset Refresh Option the District will utilize the following method:

CLIN 0001: The total value of all 4 elements of the Asset Refresh will be added together to determine the offeror's price.

CLIN 0002: The total value of all 5 years will be added together to determine the offeror's price.

CLIN 0003: The District will use the Firm Fixed Unit Prices applied against the proposed inventory at the start of each year. Based on the Offeror's proposed asset refresh plan the District will multiply the asset inventory for each year against the appropriate sub-CLIN unit price. The asset mixture under the 100% and 50% refreshes will be averaged to determine the final price.

CLIN 0004: The District currently uses 11 routes. The District will use the frequencies and quantities listed therein to calculate the cost of collections. The price to the District will be calculated off of the Year 1 asset matrix. To account for the increase in virtual payments that the District has observed the total cost calculated will be reduced by 40%.

CLIN 0005: For the purposes of price evaluation the District will assume that each Batch CLIN will be exercised 10 times per year for all 5 years.

CLIN 0006: To calculate the cost to the District the fee will be assessed using an estimated 7 million transactions with a value of \$15M.

CLIN 0007: See Section H.17.

Separately the District will calculate the non-Asset Refresh price as follows:

CLIN 0008: The total value of all 5 years will be added together to determine the offeror’s price.

CLIN 0009: The District will use the Firm Fixed Unit Prices applied against the current inventory at the start of each year.

CLIN 0010: The District currently uses 11 routes. The District will use the frequencies and quantities listed therein to calculate the cost of collections. The price to the District will be calculated off of the Year 1 asset matrix.

CLIN 0011: For the purposes of price evaluation the District will assume that each Batch CLIN will be exercised 10 times per year for all 5 years.

CLIN 0012: To calculate the cost to the District the fee will be assessed using an estimated 7 million transactions with a value of \$15M per year.

CLIN 0013: This will be evaluated at the proposed price.

CLIN 0014: See Section H.16.

M.4.4 TOTAL (100 Points)

M.4.5 PREFERENCE POINTS AWARDED PURSUANT TO SECTION M.5.2 (12 Points Maximum)

4.6 TOTAL POINTS (112 Points Maximum)

Total points shall be the cumulative total of the Offeror’s technical criteria points, price criterion points and preference points, if any.

M.5. PREFERENCES FOR CERTIFIED BUSINESS ENTERPRISES

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005”, as amended, D.C. Official Code § 2-218.01 *et seq.* (the Act), the District shall apply preferences in evaluating proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident,

veteran-owned, local manufacturing, or local with a principal office located in an enterprise zone of the District of Columbia.

M.5.1 Application of Preferences

For evaluation purposes, the allowable preferences under the Act for this procurement shall be applicable to prime contractors as follows:

- M.5.1.1 Any prime contractor that is a small business enterprise (SBE) certified by the Department of Small and Local Business Development (DSLBD) will receive the addition of three points on a 100-point scale added to the overall score for proposals submitted by the SBE in response to this Request for Proposals (RFP).
- M.5.1.2 Any prime contractor that is a resident-owned business (ROB) certified by DSLBD will receive the addition of five points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to this RFP.
- M.5.1.3 Any prime contractor that is a longtime resident business (LRB) certified by DSLBD will receive the addition of five points on a 100-point scale added to the overall score for proposals submitted by the LRB in response to this RFP.
- M.5.1.4 Any prime contractor that is a local business enterprise (LBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to this RFP.
- M.5.1.5 Any prime contractor that is a local business enterprise with its principal offices located in an enterprise zone (DZE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DZE in response to this RFP.
- M.5.1.6 Any prime contractor that is a disadvantaged business enterprise (DBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to this RFP.
- M.5.1.7 Any prime contractor that is a veteran-owned business (VOB) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the VOB in response to this RFP.
- M.5.1.8 Any prime contractor that is a local manufacturing business enterprise (LMBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LMBE in response to this RFP.

M.5.2 Maximum Preference Awarded

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act is the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to this RFP. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

M.5.3 Preferences for Certified Joint Ventures

When DSLBD certifies a joint venture, the certified joint venture will receive preferences as a prime contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

M.5.4 Verification of Offeror's Certification as a Certified Business Enterprise

M.5.4.1 Any vendor seeking to receive preferences on this solicitation must be certified at the time of submission of its proposal. The contracting officer will verify the offeror's certification with DSLBD, and the offeror should not submit with its proposal any documentation regarding its certification as a certified business enterprise.

M.5.4.2 Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: CBE Certification Program
441 Fourth Street, NW, Suite 970N
Washington DC 20001

M.5.4.3 All vendors are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

M.6 EVALUATION OF PROMPT PAYMENT DISCOUNT

M.6.1 Prompt payment discounts shall not be considered in the evaluation of offers. However, any discount offered will form a part of the award and will be taken by the District if payment is made within the discount period specified by the Offeror.

M.6.2 In connection with any discount offered, time will be computed from the date of delivery of the supplies to carrier when delivery and acceptance are at point of origin, or from date of delivery at destination when delivery, installation and acceptance are at that, or from the date correct invoice or voucher is received in the office specified by the District, if the latter date is later than date of delivery. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the District check.

Appendix J.2.1 – District Data Systems and Standards

MAR Standard Address Requirement :

The MAR is a database of building addresses, intersections and other location identifiers in the District. Each address in the database has been assigned a unique Address Identification Number (AID), map coordinates and other useful information. The upkeep and maintenance of the meter inventory must take into accountability the DC MAR standards when updating or entering new block ranges and street names (e.g. EYE St vs. I St) to include the quadrant. The inventory must capture the accurate block range for that portion of the roadway

MAR Web Service Interface Requirements:

1. Connection URL: <http://citizenatlas.dc.gov/newwebservices/locationverifier.asmx>
2. Method: findLocation: simple text entry for DC address, intersection, block, AID, place name, DC Parking Meters (must start with PMT), and DC street light (must start with SLT); Example:
 - a. Address: 55 M ST SE
 - b. Intersection: M ST SE And HALF ST SE
 - c. Block: 2000-2099 BLOCK OF 14TH ST NW
3. Return Data Type: Dataset (can have multiple records returned based on matching score)
4. Return Field Names:
 - a. Address: **XCOORD** for X coordinate, **YCOORD** for Y coordinate, **WARD** for ward, and **ROADWAYSEGID** for roadway segment ID, **FULLADDRESS** for standard address
 - b. Intersection: **REFX** for X coordinate, **REFY** for Y coordinate
 - c. Block: **CENTROIDX** for X coordinate, **CENTROIDY** for Y coordinate (center point of the block), **BLOCKNAME** for standard block range

Cityworks Interface Requirements:

Service Request Fields (out-bound) from REQUEST, REQUESTCOMMENT and CUSTOMERCALL tables:

1. REQUESTID: Cityworks REQUESTID
2. PROBLEMCODE: this will be PARKING METER REQUEST
3. PROBLEMADDRESS: Validated DC address
4. DATETIMEINIT: date and time the request was initiated
5. STATUS: e.g., OPEN
6. CUSTOM3 (CSR#): this is a 11 characters field, e.g., 11-00295727, originated from 311 call center
7. CUSTOMERCALL.FIRSTNAME: first name of the caller
8. CUSTOMERCALL.LASTNAME: last name of the caller
9. CUSTOMERCALL.EMAIL: caller's email
10. CUSTOMERCALL.COMMENTS: caller's comments or caller's request
11. REQUESTCOMMENT.COMMENTS: DDOT's comments (can be comments from DDOT's receptionist)
12. PARKING METER NUMBER: Meter ID (from CUSTOMERQUESTION table and ANSWER field)

Work Order Fields (in-bound):

1. REQUESTID: REQUESTID from Cityworks
2. WORKORDERID: WORKORDERID from external system
3. INITIATEDATE: Date work order was created

4. DESCRIPTION: Description of the work order or work order code
5. STATUS: status of the work order (e.g., closed)
6. COMMENTS: any work order comments

Transportation Online Permitting System (TOPS) Requirements:

The vendor system must allow the TOPS permitting system to notify them via web service when meters are permitted for temporary occupancy (e.g. construction staging, moving container, special event, etc...). The vendor system must provide TOPS with the latest meter inventory via web services to allow applicants the ability to choose meters for temporary occupancy. The TOPS system will notify the vendor system when meters are requested to be completely removed. TOPS will charge a removal fee and notify vendor when meters are to be reinstalled. The vendor system must notify TOPS when meters are reinstalled and available for selection to other applicants.

The TOPS system will provide the following information:

1. Meter ID
2. Work Location (i.e. address of meter location)
3. Permit Status (e.g. Issued, Expired, Pending Approval, etc...)
4. Permittee Name
5. Date and Time
6. Meter Fees

Appendix J.2.2 Single Space Connected Meter Specifications

These specifications have been pulled from the District's solicitation to select a Single Space Connected Meter. The contractor shall provide parking meters that meet the following product and performance specifications:

C.3.1 Functional Requirements

Single-space parking meters shall have the following primary features:

- C.3.1.1 The single space meters (SSM) need to have the capability of providing multiple payment options for the customers including coins, credit cards, debit cards and future smart card/parking card involving RFID technology.
- C.3.1.2 The SSM need to be solar powered, so that there is no need to tap into current infrastructure for power. Single space meters shall use solar panel and combination rechargeable/back-up battery pack to provide ongoing power and backup power.
- C.3.1.3 The meters need to be wirelessly networked such that the District is able to track revenue and operational status on a real-time basis. No wireless communication hardware is to be installed on street/utility/traffic light poles other than the meter mechanism itself. No additional customer software other than an Internet browser shall be required to access the management system.
- C.3.1.4 Single space meters should be able to wirelessly notify parking operations staff of any faults, such as a card reader or coin validator jam, via a text message, email, or both
- C.3.1.5 The District is looking for a robust web-based back-end system that will enable data mining and analysis. No additional customer software other than an Internet browser shall be required to access the management system.
- C.3.1.6 The SSMs need to have the capability of dynamic pricing.
- C.3.1.7 The customer interface for the meters should be intuitive and user-friendly.
- C.3.1.8 Meter mechanisms and associated top cover (dome) shall retrofit to the city's currently installed meter housing base without any changes to key/lock systems, coin vault, or cash collection operations.
- C.3.1.9 The SSMs need to conform to existing industry standards on data security.

C.3.2 Requirements for Payment Options

- C.3.2.1 The SSM shall be fully electronic with solid state components and straight down, free-fall coin chute. The single-space meter shall be able to recognize and give time for both coins and/or custom token. Standard coin recognition shall include, but is not limited to, US denominations of \$0.05, \$0.10, \$0.25 and \$1.00 coins.

- C.3.2.2 The validator shall also be reprogrammed remotely as new coins/tokens are implemented as part of the payment options provided by the City.
- C.3.2.3 The meter shall also incorporate a feature that will count invalid coins, such as washers, gaming tokens, etc., so that the District may monitor the areas where this kind of activity is taking place. No time will be given for these fraudulent coins.
- C.3.2.4 The coin validator (also referred to as “coin acceptor”) shall detect metallic as well as non-metallic jams. Jam clearance shall be accomplished without special tools or disassembly of the meter. The coin validator shall be a removable component for the purposes of clearing coin or other types of coin validator jams. The coin chute shall have a clear casing to allow complete visibility of the coin pathway in order to identify and easily clear jams. Coins passing through the mechanism shall be deposited into the coin box in the meter vault when the mechanism is properly installed in the upper housing.
- C.3.2.5 In the event of a jam, the meter must have the ability to notify city staff of a jam via email, text message or both.
- C.3.2.6 Payment with a credit card must utilize a hybrid card reader built into the single-space meter mechanism. The hybrid card reader will allow for use of both magnetic stripe credit card and smart card. Users will insert (smart card) or insert/remove (credit card) the card to start the payment process. Users will then have the ability to toggle up (add time) or down (less time) to select the amount of time to be purchased, up to the maximum and down to the minimum metered time. Users can then select “OK” to purchase, or can press “CANCEL” to stop the transaction.
- C.3.2.7 The Contractor shall provide secure gateway service to provide for secure (encrypted) credit card data transmission to the City’s merchant account provider. Credit card data transmission shall meet the Payment Card Industry (PCI) Data Security Standards. Contractor shall provide evidence of both PA-DSS compliance and PCI-DSS Level 1 certification.
- C.3.2.8 For ease of installation and security, the credit card reader shall be integral to the mechanism design and shall not require any additional modification to the meter housing to install.
- C.3.2.9 A capacitive or inductive keypad (non-mechanical) shall be utilized to eliminate any moving parts associated with the user interface for card payment. This will prevent unnecessary wear-and-tear and key pad maintenance issues. The keypad should also be modular to all for in-field replacement if necessary.
- C.3.2.10 The keypad shall be color coded, labeled and provide a minimum of 4 buttons to allow users to select (1) More time “+”, (2) Less time “-“, (3) CANCEL, and (4) “OK” for any card transactions.
- C.3.2.11 The District envisions rolling out a parking card. The parking meter shall have the capability of accepting payment through an RFID card.

C.3.3 Requirements for Power

- C.3.3.1 Single space meters shall be equipped with an integrated solar panel recharge system. This solar panel will be incorporated into the inside of the meter housing, in order to prevent damage due to operating conditions or vandalism.
- C.3.3.2 Battery pack shall consist of a combination rechargeable/back-up battery pack to provide ongoing power and backup power. Battery pack shall have a minimum life capability of 24-36 months without replacement.

C.3.4 Requirements for Wireless Capability

- C.3.4.1 Each meter shall be individually capable of transmitting wireless data for the purposes of payment card processing, coin transactions, updates to the operating features and rate configuration of the meter, as well as fault notification. The wireless capability must be integral to the meter mechanism design and shall not require a secondary connection to a wireless device. Such communication will be accomplished without any additional networking equipment that would need to be installed on city street poles or any other location, such as buildings, etc.
- C.3.4.2 Updates to meter software, such as meter firmware and operating software, must be able to be performed wirelessly and will not require City staff to interface with each individual meter to accomplish such an update.
- C.3.4.3 Should the network environment temporarily fail, the single-spaced meter should be capable of operating in a stand-alone mode until network environment is restored.
- C.3.4.4 The single-space meter management system shall not be dependent on the interaction of individual handheld devices and each meter in the field. Management system shall be completely web-based system accessible via desktop computer, laptop computer, or handheld wireless device to authorized personnel. No additional software other than an Internet browser shall be required for the management system to be access and fully used in conjunction with the single-space meter products. This shall provide access to the meter management system from authorized user 24/7 over the web.
- C.3.4.5 Management system shall provide a variety of reports to include financial, technical, and administrative functions via a single web-portal. No additional software will be required to access and update the meter system, other than access to an Internet browser. Reports shall include, but are not limited to:
 - Credit card reconciliation (daily, weekly, monthly, annually)
 - Cash collection reports (by date, time, pole, and collector)
 - Revenue Summary reports (daily, weekly, monthly, annually, by zone, route, street or pole)
 - Coin box level (% full)
 - Individual transactions (cash or credit) by pole

GPS location of meters on a map with statistical mouse-over feature
Ability to change text on LCD remotely
Adjudication Reports
Ability to change rates and other operating parameters remotely via the internet
Meter uptime (over time, by zone, street, and pole)
Maintenance software for logging Service requirements over time
Meter paid occupancy reports
Accumulative totals of all cash and card transactions
Exception reports for units not performing as required (communications or payment faults)
Access to Help materials and User Manuals shall be available on-line

C.3.5 Requirements for Pricing/Rate Options

The following rate and operating characteristics shall apply to all meter mechanisms purchased.

- C.3.5.1 **FIXED RATE** – same rate all day, for select/every day(s) of the week. Meters can be remotely programmed for holidays, special events or other rate changes via the web-based management system and will not require City staff to interface with the meters to accomplish such a rate update.
- C.3.5.2 **MULTIPLE-RATES** – varied rates throughout the day, up to a minimum of 6 times. This can include Tow-Away, No Parking, or Free Parking options, in addition to hourly parking rates for normal metering time. Meters can be remotely programmed for holidays, special events or other rate changes via the web-based management system and will not require City staff to interface with each individual meter to accomplish such a rate update.
- C.3.5.3 **PRE-PAY** – allow a motorist to pay for parking prior to the beginning of enforcement hours, up to the maximum stay period. However, metered time will only begin at beginning of enforcement hours. For example, a 2 hour meter can be fully paid prior to the beginning of enforcement at 8AM. In such an example, metered time would only begin at 8AM and expire at 10AM. Meters can remotely programmed for holidays, special events or other rate changes via the web-based management system and will not require City staff to interface with each individual meter to accomplish such a rate update.
- C.3.5.4 **TOW-AWAY** – meters can be programmed to enforce defined tow-away zones. During the tow-away period, the meters will not accept credit card payment and no time will be given for coins. The meters shall be capable of displaying “Tow-Away Do Not Park” on the LCD screen. In such a configuration, motorists will only be able to pay for time up to the beginning of the tow-away period. Changes to this feature can be remotely programmed via the web-based management system and will not require City staff to interface with each individual meter to accomplish such a rate update.

- C.3.5.5 EVENT PARKING – meters can be programmed to accept event parking rates, such that flat rate payment will enable the vehicle to park for a pre-determined amount of time. For example, \$15 for a baseball game, such that the rate begins at 5pm and the \$15 results in the meter being paid for the duration of the event.
- C.3.5.6 The mechanism shall be capable of displaying the rates per hour, maximum stay (time period), and other customized messages or graphics on the meter LCD.
- C.3.5.7 Changes/updates to all rate structures, maximum stay (time limits), available payment methods, and hours of meter operations shall also be managed and updated via a web-based management system, providing remote management capability.

C.3.6 Requirements for Customer Interface

- C.3.6.1 Single space parking meter shall have a graphical liquid crystal display (LCD) with a temperature operating range of -30 deg C to +70 deg C, which is capable of displaying metered time (format of HH:MM, including negative time capability), parking rates and maximum stay period messages, current time of day (including time when meter will expire), as well as other alpha-numeric messages depending on the status of the meter.
- C.3.6.2 The LCD displays must be remotely programmable via web-based meter management system, such that the meter staff is not required to be present at the meter for changes to be made.
- C.3.6.3 For increased visibility in low-light conditions, the LCD shall be backlit. Backlight will be enabled automatically via light sensitivity, and will require no additional settings to be adjusted. Additionally, backlight will only be enabled during a transaction in order to conserve battery power.
- C.3.6.4 The LCD shall have the option for the user to increase/decrease the contrast of the LCD in order for the meter to adapt to the surrounding environmental conditions.
- C.3.6.5 The upper housing dome shall be made of adequate material which provides exceptional weather protection and resistance to vandalism. It shall lock in place at four corners using same lock/key system in place today. A window will provide clear view of the digital display and must be UV stabilized to resist yellowing. The outer surface needs to provide resistance to weather, fading from sunlight, shall provide a tough, scratch-resistant and easily cleaned surface.
- C.3.6.6 Top cover shall provide a mechanism to allow users to select (1) More time, (2) Less time, (3) CANCEL, and (4) “OK” for any card transactions.
- C.3.6.7 In addition, a UV resistant material should be used to protect the LCD and solar panel.
- C.3.6.8 In the event of a coin jam, meter will continue to allow payment via credit card, debit card and or smart card. During such a jam, the meter will display “Cards only, No

Coins” on the LCD display. In the event of a card reader jam, meter will continue to allow payment via coins/tokens. During such a jam, meter will display “Coins only, No Cards” on the LCD. In either event, the meter must be able to wirelessly notify maintenance staff of the location and type of jam via email, text message or both. In the event that both a coin jam and card reader jam are present, the meter will display “Out of Order”. All of these messages can be remotely updated and programmed via web-based management system.

- C.3.6.9 Expiration Indication - Enforcement shall be managed by color coded LEDs (millicandela rating of 5000mcd or greater and 30 degrees or greater viewing angle). The standard configuration will be GREEN for paid status and RED during expired time. Meters shall have ability to remotely program expiration grace period, duration of flashing LEDs, and other LED operating parameters via web-based management system.

C.3.7 Requirements for Installation

- C.3.7.1 Meter mechanisms and associated top cover (dome) shall retrofit to the city’s currently installed meter housing base without any changes to key/lock systems, coin vault, or cash collection operations.

C.3.8 Requirements for Security

- C.3.8.1 Vendor must provide proof of its compliance with Level 1 Payment Card Industry Data Security Standard.
- C.3.8.2 Vendor must provide proof of its compliance with PA-DSS (Payment Application – Data Security Standard).
- C.3.8.3 Payment gateway provider or software must meet the terms of the Visa Cardholder Information Security Program (CISP); the MasterCard Site Data Protection (SDP) programs;
- C.3.8.4 Meter shall allow for the use of additional cards to be used with the same hybrid credit card / contact smart card reader for the purposes of accessing meter diagnostics, cash collection, and allow for time to be added to the meter during a maintenance event without affecting the revenue audit. The use of these cards must be logged and can be presented as one of the report options in the web-based management system.
- C.3.8.5 Diagnostics Card: with the use of a diagnostics card, and without opening the meter housing, the meter must provide specific information relating to the current meter operating status. Features shall include the ability to:
 - View the current assigned meter configuration and software version
 - View the battery level (for rechargeable and non-rechargeable) and solar panel charge level
 - Test the operating condition of the card reader
 - Test the operating condition of the coin validator

Test the integrated wireless communications
Allow for the meter to be turned off

- C.3.8.6 Coin Collection Card: with the use of a coin collection card, and without opening the meter housing, the meter must allow for the user to clear the coin box counter at the time of cash collection. The effect of this card is to provide a cash audit feature that is available in the web-based management system that will allow visibility of the time, card used, cash value collected, and a detailed summary of the coin types collected.
- C.3.8.7 Meter Maintenance Card: with the use of a meter maintenance card, and without opening the meter housing, the meter must for the maintenance staff to put time on the meter to compensate a motorist in the event of meter maintenance activity. The time put onto the meter will not affect the revenue audit, but can be logged and displayed in the web-based management system.
- C.3.8.8 RFID Automation: The meter mechanism shall have the capability to communicate with an Radio Frequency Identification (RFID) tag mounted inside of the meter housing such that the meter will automatically know where it is located and be able to download its pole specific location configuration (rates, display information, max stay period, etc.) from the host server based upon information stored on the RFID tag.

Appendix J.2.3 Pay by Space Multi-Space Meter Specifications

These specifications have been pulled from the District’s solicitation to select a Pay by Space Multi-Space Meter. The contractor shall provide parking meters that meet the following product and performance specifications:

- C.3.1.1.1 **Functional Requirements** - The contractor shall provide pay-by-space multi-space parking meters, with the following functional requirements:
 - C.3.1.1.1.1 Each meter must be designed to collect revenues, at a minimum, via coin payment, via on-site credit card “swipe” payment. The District requests that the contractor propose an alternative payment options above and beyond this capability.
 - C.3.1.1.1.2 Coin payment and credit card swipe payment must both be considered minimum qualifications for payment method. Specific technical requirements related to credit card swipe payment are described in Section C.3.1.1.2.
 - C.3.1.1.1.3 For the purpose of adjudication, regardless of payment method, each meter must be designed to issue the user a printed voucher at the conclusion of each transaction. The voucher shall contain text and formats that are fully programmable by the District. The paper stock used shall be suitable for climatic conditions experienced within the District of Columbia, with the preference being that paper stock be environmentally friendly and may be purchased independent of the equipment manufacturer or their distributors.
 - C.3.1.1.1.4 Each meter must be capable of communicating to a back-end system to the extent that it can, at a minimum, process customer transactions, monitor equipment subsystems, maintain and transmit transaction/system data, track revenue data and transmit component malfunction or alarms.
 - C.3.1.1.1.5 Each meter must be designed to operate on solar power or battery power or both.
 - C.3.1.1.1.6 Each meter must be designed and fabricated to a standard that reduces the impact of vandalism or attempted theft, with protected access points, high security locking mechanisms and completely protected from the ingress of moisture or other environmental contaminants consistent with conditions in the metropolitan Washington DC area. All electronic and mechanical components must be environmentally sealed, protected against the ingress of moisture, dust, fumes, temperature extremes and vibration.
 - C.3.1.1.1.7 Meters must be equipped with an interactive display screen to convey programmable messages and information to the end-user. The screen

display must be clearly visible during all day and night time conditions. The text and graphics, as well as the background and colors, must be programmable by the District.

C.3.1.1.1.8 Meters must be able to provide the District with near-real-time information regarding the operation of the system, and any or all parts of that system, upon independent query by the COTR. The system must be configured in such a way that the COTR may directly request of it, not the contractor, current operating information on any part of the system during operation.

C.3.1.1.1.9 The back-end system must be scalable, up to a city-wide installation area, and able to sustain city-wide continuous operation, without perceptible interruption or network issues.

C.3.1.1.1.10 For the purposes of parking enforcement, the back-end system must be capable of integrating or communicating through the central parking enforcement computer system used by DPW and the handheld units used by DPW.

C.3.1.1.1.11 Each multi-space parking meter must have the capability to provide dynamic pricing.

C.3.1.1.1.12 the back-end system must be capable of implementing different parking rates for each and every meter based on the day of the week, time of day, and by zones defined by the District. End –users must be able to be download rates to the meters remotely.

C.3.1.1.2 **Payment Options** - The contractor shall supply a pay-by-space multi-space parking meter that provides the following minimum payment options:

C.3.1.1.2.1 is fully electronic with solid state components and a straight down, free-fall coin chute (The single-space meter must be able to recognize and give time for coins and custom tokens. Standard coin recognition must include, but is not limited to, US denominations of \$0.05, \$0.10, \$0.25 and \$1.00 coins.);

C.3.1.1.2.2 the validator is reprogrammed remotely as new coins/tokens are implemented as part of the payment options provided by the District.;

C.3.1.1.2.3 incorporates a feature that counts invalid coins, including foreign coins, and other forms of payment such as washers and gaming tokens so that the District may monitor the areas where this kind of activity is taking place (No time will be given for fraudulent coins.);

- C.3.1.1.2.4 Systems employing payment methods using credit cards, debit cards, ATM cards, and other point-of-sale cards, must, at a minimum, meet Payment Card Industry (PCI) standards. The meter must be capable of two simultaneous IP connections. The card reader must be either a “dip” or “swipe” type reader, enabling the user to always retain possession of the card. Credit card transactions are expected to be processed in real time, except during times of a communications failure, at which time they must be batched and then automatically transmitted when communications are restored.
- C.3.1.1.2.5 In the event of a coin jam, meter will continue to allow payment via credit card or debit card. During such a jam, the meter will display “Cards only, No Coins” on the LCD display. In the event of a card reader jam, meter will continue to allow payment via coins/tokens. During such a jam, meter will display “Coins only, No Cards” on the LCD. In either event, the meter must be able to wirelessly notify maintenance staff of the location and type of jam via email, text message or both. In the event that both a coin jam and card reader jam are present, the meter will display “Out of Order”. All of these messages can be remotely updated and programmed via web-based management system.
- C.3.1.1.2.6 Payment with a credit card must utilize a hybrid card reader built into the multi-space meter mechanism. The hybrid card reader will allow for use of magnetic stripe credit card both VISA and Mastercard, and also smart card. Users will insert (smart card) or insert/remove (credit card) the card to start the payment process. Users will then have the ability to toggle up (add time) or down (less time) to select the amount of time to be purchased, up to the maximum and down to the minimum metered time. Users can then select “OK” to purchase, or can press “CANCEL” to stop the transaction.
- C.3.1.1.2.7 The Contractor shall provide secure gateway service to provide for secure (encrypted) credit card data transmission to the District’s merchant account provider. Credit card data transmission shall meet the Payment Card Industry (PCI) Data Security Standards. Contractor shall provide evidence of both Payment Application – Data Security Standard (PA-DSS) compliance and PCI-DSS Level 1 certification.
- C.3.1.1.2.8 For ease of installation and security, the credit card reader shall be integral to the mechanism design and shall not require any additional modification to the meter housing to install.
- C.3.1.1.2.9 Meter unit shall allow for credit card use to batch transactions when wireless services are unavailable or not in use.

C.3.1.1.3 Printed Payment Vouchers - The contractor shall supply a pay-by-space multi-space parking meter that meets the following printed payment voucher requirements:

C.3.1.1.3.1 For the purpose of adjudication, each meter must be designed to issue the user a printed voucher at the conclusion of each transaction, for all types of transactions (This voucher must contain text and formats that are fully programmable by the District, which are: a) amount paid, b) start time for transaction, c) end time for transaction and d) location and/or meter number of the transaction. This 'receipt' will not be placed on the dashboard, but retained by the customer for verification).

C.3.1.1.3.2 receipt paper must have the capability to be pre-printed with customized messages on the back and logo and watermarks on the front of the receipt;

C.3.1.1.3.3 printer must allow for adhesive, or 'sticky back' receipts

C.3.1.1.3.4 must be able to print 2" and 3" wide receipts;

C.3.1.1.4 Power - The contractor shall supply a pay-by-space multi-space parking meter that meets the following requirements for power:

C.3.1.1.4.1 Multi-space parking meters must be equipped with an integrated solar panel recharge system. This solar panel will be incorporated into the inside of the meter housing, in order to prevent damage due to operating conditions or vandalism.

C.3.1.1.4.2 Battery pack must consist of a combination rechargeable/back-up battery pack to provide ongoing power and backup power. Battery pack shall have a minimum life capability of 10 (ten) years without replacement.

C.3.1.1.5 Wireless Capability - The contractor shall supply a pay-by-space multi-space parking meter that meets the following wireless capability requirements:

C.3.1.1.5.1 At a minimum, each meter must be capable of transmitting wireless data for the purposes of conducting: 1) payment card processing; 2) coin transactions; 3) updates to the operating features and rate configuration of the meter; and 4) fault notification. The wireless capability must be integral to the meter mechanism design and must not require a secondary connection to a wireless device. Wireless communication must be accomplished without any additional networking equipment that would require installation on city street poles or any other location, such as buildings.

C.3.1.1.5.2 Updates to meter software, such as meter firmware and operating software, must be able to be performed wirelessly and must not require

District staff to interface with each individual meter to accomplish an update.

- C.3.1.1.5.3 Should the network environment temporarily fail, the multi-spaced meter must be capable of operating in a stand-alone mode until the network environment is restored.
- C.3.1.1.5.4 Multi-Space meters must be supported by a meter management system that is independent of the interaction of individual handheld devices and each meter in the field. The management system must be a completely web-based system accessible via desktop computer, laptop computer, or handheld wireless device to authorized personnel. No additional software other than an Internet browser shall be required for the management system to be accessed and fully used in conjunction with the multi-space meter products. This shall provide access to the meter management system from authorized users 24/7 over the web.
- C.3.1.1.5.5 The management system must provide a variety of reports to include financial, technical, and administrative functions via a single web-portal. No additional software will be required to access and update the meter system, other than access to an Internet browser.
- C.3.1.1.5.6 At a minimum, the Management System must be capable of generating the following reports:
 - C.3.1.1.5.6.1 Credit card reconciliation (daily, weekly, monthly, annually),
 - C.3.1.1.5.6.2 Cash collection reports (by date, time, pole, and collector),
 - C.3.1.1.5.6.3 Revenue Summary reports (daily, weekly, monthly, annually, by zone, route, street or pole),
 - C.3.1.1.5.6.4 Coin box level (% full),
 - C.3.1.1.5.6.5 Individual transactions (cash or credit) by pole,
 - C.3.1.1.5.6.6 GPS location of meters on a map with statistical mouse-over feature,
 - C.3.1.1.5.6.7 Ability to change text on LCD remotely,
 - C.3.1.1.5.6.8 Adjudication Reports,
 - C.3.1.1.5.6.9 Ability to change rates and other operating parameters remotely via the internet,
 - C.3.1.1.5.6.10 Meter uptime (over time, by zone, street, and pole),

C.3.1.1.5.6.11 Maintenance software for logging Service requirements over time,

C.3.1.1.5.6.12 Meter paid occupancy reports,

C.3.1.1.5.6.13 Accumulative totals of all cash and card transactions,

C.3.1.1.5.6.14 Exception reports for units not performing as required (communications or payment faults), and

C.3.1.1.5.6.15 Access to Help materials and User Manuals must be available on-line.

C.3.1.1.5.7 A capacitive or inductive keypad (non-mechanical) must be utilized to eliminate any moving parts associated with the user interface for card payment. The keypad must be modular to all for in-field replacement, if necessary.

C.3.1.1.6 **Pricing/Rate Options** - The contractor shall supply a pay-by-space multi-space parking meter that provides the following Pricing/Rate Options and operating characteristics:

C.3.1.1.6.1 **FIXED RATE** – same rate all day, for select/every day(s) of the week. Meters can be remotely programmed for holidays, special events or other rate changes via the web-based management system and will not require the District’s staff to interface with the meters to accomplish such a rate update.

C.3.1.1.6.2 **MULTIPLE-RATES** – varied rates throughout the day, up to a minimum of six (6) times. This can include Tow-Away, No Parking, or Free Parking options, in addition to hourly parking rates for normal metering time. Meters can be remotely programmed for holidays, special events or other rate changes via the web-based management system and will not require the District’s staff to interface with each individual meter to accomplish such a rate update.

C.3.1.1.6.3 **PRE-PAY** – allows a motorist to pay for parking prior to the beginning of enforcement hours, up to the maximum stay period. However, metered time will only begin at beginning of enforcement hours. For example, a 2 hour meter can be fully paid prior to the beginning of enforcement at 8AM. In such an example, metered time would only begin at 8AM and expire at 10AM. Meters can be remotely programmed for holidays, special events or other rate changes via the web-based management system and will not require the District staff to interface with each individual meter to accomplish such a rate update.

- C.3.1.1.6.4 TOW-AWAY – meters can be programmed to enforce defined tow-away zones. During the tow-away period, the meters must not accept credit card payment and will not give time for coins. The meters must be capable of displaying “Tow-Away Do Not Park” on the LCD screen. In such a configuration, motorists will only be able to pay for time up to the beginning of the tow-away period. Changes to this feature can be remotely programmed via the web-based management system and do not require the District staff to interface with each individual meter.
- C.3.1.1.6.5 EVENT PARKING – meters can be programmed to accept event parking rates, such that flat rate payment will enable the vehicle to park for a pre-determined amount of time. For example, \$15 for a baseball game, such that the rate begins at 5pm and the \$15 results in the meter being paid for the duration of the event.
- C.3.1.1.6.6 The mechanism shall be capable of displaying the rates per hour, maximum stay (time period), and other customized messages or graphics on the meter LCD.
- C.3.1.1.6.7 Changes/updates to all rate structures, maximum stay (time limits), available payment methods, and hours of meter operations shall be managed and updated via a web-based management system, providing remote management capability.

C.3.1.1.7 Customer Interface - The contractor shall provide a multi-space parking meter with a customer interface that meets the following requirements:

- C.3.1.1.7.1 Has a graphical liquid crystal display (LCD) with a temperature operating range of -30 deg C to +70 deg C, which is capable of displaying metered time (format of HH:MM, including negative time capability), parking rates and maximum stay period messages, current time of day (including time when meter will expire), as well as other alpha-numeric messages depending on the status of the meter;
- C.3.1.1.7.2 remotely programmable LCD displays via web-based meter management system, such that the meter staff is not required to be present at the meter for changes to be made;
- C.3.1.1.7.3 backlit LCD for increased visibility in low-light condition (Backlight must be enabled automatically via light sensitivity, and will require no additional settings to be adjusted. Additionally, backlight must only be enabled during a transaction in order to conserve battery power.);
- C.3.1.1.7.4 LCD contrast may be increased/decreased by user in order for the meter to adapt to the surrounding environmental conditions;

- C.3.1.1.7.5 provides a mechanism to allow users to select (1) More time , (2) Less time, (3) CANCEL, and (4) OK to accept for any card transactions;
- C.3.1.1.7.6 UV resistant material protects the LCD and solar panel;
- C.3.1.1.7.7 continues to allow payment via credit card, debit card and or smart card in the event of a coin jam (During a jam, the meter will display “Cards only, No Coins” on the LCD display. In the event of a card reader jam, meter will continue to allow payment via coins/tokens. During such a jam, meter will display “Coins only, No Cards” on the LCD. In either event, the meter must be able to wirelessly notify maintenance staff of the location and type of jam via email, text message or both. In the event that both a coin jam and card reader jam are present, the meter will display “Out of Order”. All of these messages can be remotely updated and programmed via web-based management system.); and
- C.3.1.1.7.8 manages enforcement by color coded LEDs (millicandela rating of 5000mcd or greater and 30 degrees or greater viewing angle) The standard configuration will be GREEN for paid status and RED during expired time. Meters must have the capability to have expiration, grace period, duration of flashing LEDs, and other LED operating parameters remotely programmed via web-based management system.

C.3.1.1.8 Security - The contractor shall provide the following minimum security requirements:

- C.3.1.1.8.1 Complies with Level 1 Payment Card Industry Data Security Standard and Payment Application Data Security Standard (PA-DSS) (The contractor shall provide proof of compliance.);
- C.3.1.1.8.2 payment gateway provider or software meets the terms of the Visa Cardholder Information Security Program (CISP) and the MasterCard Site Data Protection (SDP) programs;
- C.3.1.1.8.3 coin canister is not accessible from the maintenance compartment; and
- C.3.1.1.8.4 meter mechanism communicates with a Radio Frequency Identification (RFID) tag mounted inside the meter housing such that the meter automatically knows where it is located and is able to download its pole specific location configuration e.g. rates, display information, max stay period from the host server based upon information stored on the RFID tag.

C.3.1.1.9 Meter Housing and Surfaces – The Contractor shall supply a multi space meter whose meter housing and surfaces meet the following minimum specifications:

- C.3.1.1.9.1 Is constructed of material that provides exceptional weather protection and resistance to vandalism;

- C.3.1.1.9.2 locks in place at four corners using same lock/key system in place today;
- C.3.1.1.9.3 is strongly resistant to graffiti and gluing (Both graffiti and glue are easily removable with a strong cleanser without damage or discoloration.);
- C.3.1.1.9.4 provides a tough, scratch-resistant and easily cleaned outer surface that is resistant to weather, fading from sunlight; and
- C.3.1.1.9.5 has window that provides clear view of the digital display and is UV stabilized to resist yellowing. This transparent display must be highly resistant to impacts, scratches and solvents.

C.3.1.1.10 Open Application Programming Interface (API) - The contractor shall provide a system that meets the open application programming interface requirements listed below:

- C.3.1.1.10.1 integrates meter data in a single aggregating system;
- C.3.1.1.10.2 provides the following three chief services related to open API:
 - C.3.1.1.10.2.1 provides system maintenance to include event shutdown and configuration management of:
 - C.3.1.1.10.2.1.1 Payment Options,
 - C.3.1.1.10.2.1.2 Credit Card Settings,
 - C.3.1.1.10.2.1.3 Hours of Operations,
 - C.3.1.1.10.2.1.4 Receipt Printer Setting,
 - C.3.1.1.10.2.1.5 Encryption Level,
 - C.3.1.1.10.2.1.6 Rates/Pricing,
 - C.3.1.1.10.2.1.7 Daylight Saving,
 - C.3.1.1.10.2.1.8 Clock Synchronization,
 - C.3.1.1.10.2.1.9 Set Sleep Timer,
 - C.3.1.1.10.2.1.10 Configure Mode (Pay by Stall or Pay By Display),
 - C.3.1.1.10.2.1.11 Firmware Update, and
 - C.3.1.1.10.2.2 provides the following purchases and occupancy data:
 - C.3.1.1.10.2.2.1 Pre-Purchase Transaction,
 - C.3.1.1.10.2.2.2 Max Purchase,
 - C.3.1.1.10.2.2.3 Real time CC processing,
 - C.3.1.1.10.2.2.4 Authorize Credit Card,
 - C.3.1.1.10.2.2.5 Settle Credit Card,
 - C.3.1.1.10.2.2.6 Mobile Access,
 - C.3.1.1.10.2.2.7 Add meter time,

- C.3.1.1.10.2.2.8 Occupancy start,
- C.3.1.1.10.2.2.9 Occupancy end, and

C.3.1.1.10.2.3 integrates the following data with the parking meter management contractor's meter management database for reporting purposes:

C.3.1.1.10.2.3.1 Financial:

- C.3.1.1.10.2.3.1.1 Export Financial data,
- C.3.1.1.10.2.3.1.2 Date and time of collection,
- C.3.1.1.10.2.3.1.3 Date and time of previous collection,
- C.3.1.1.10.2.3.1.4 Total amount of money in the collection,
- C.3.1.1.10.2.3.1.5 Total amount in coins,
- C.3.1.1.10.2.3.1.6 Total amount of credit card payments by credit card type,
- C.3.1.1.10.2.3.1.7 Total number of tickets/receipts issued,
- C.3.1.1.10.2.3.1.8 Stall reports showing valid stalls, unpaid stalls or paid since last report stalls,
- C.3.1.1.10.2.3.1.9 Report Hours for Repair,
- C.3.1.1.10.2.3.1.10 Report System Diagnostics,
- C.3.1.1.10.2.3.1.11 Report System operability,
- C.3.1.1.10.2.3.1.12 Date of the transactions with "from" and "to" parameters,
- C.3.1.1.10.2.3.1.13 Total deposits,
- C.3.1.1.10.2.3.1.14 Overpayments,
- C.3.1.1.10.2.3.1.15 Total transactions,
- C.3.1.1.10.2.3.1.16 First transaction number,
- C.3.1.1.10.2.3.1.17 Last transaction number today's total,
- C.3.1.1.10.2.3.1.18 Last 24 hours total,
- C.3.1.1.10.2.3.1.20 This month's total,
- C.3.1.1.10.2.3.1.21 Last month's total,
- C.3.1.1.10.2.3.1.22 This year's total, and
- C.3.1.1.10.2.3.1.23 Last year's total;

C.3.1.1.10.2.3.2 Transactions:

- C.3.1.1.10.2.3.2.1 Transaction Date,
- C.3.1.1.10.2.3.2.2 Transaction Time,
- C.3.1.1.10.2.3.2.3 Payment Method,
- C.3.1.1.10.2.3.2.4 Rate,
- C.3.1.1.10.2.3.2.5 Payment Station Number, and
- C.3.1.1.10.2.3.2.6 Credit card type;

C.3.1.1.10.2.3.3 Device:

- C.3.1.1.10.2.3.3.1 Machine serial number,
- C.3.1.1.10.2.3.3.2 Firmware Version,
- C.3.1.1.10.2.3.3.3 Meter Status -Up Time, and
- C.3.1.1.10.2.3.3.4 Meter Status - True Up System;

- C.3.1.1.10.2.3.4 Alarms:
 - C.3.1.1.10.2.3.4.1 Coin Collection, and
 - C.3.1.1.10.2.3.4.2 Shutdown;
- C.3.1.1.10.2.3.5 Stall/parking spot Information:
 - C.3.1.1.10.2.3.5.1 Available,
 - C.3.1.1.10.2.3.5.2 Paid/Unpaid,
 - C.3.1.1.10.2.3.5.3 Last Report,
 - C.3.1.1.10.2.3.5.4 Transactions; and
- C.3.1.1.10.2.3.6 Tracking: (node, zone, area, block, meter, parking space).

C.3.1.1.11 Cell Phone Integration – The Contractor shall supply a multi-space parking meter that possesses the following cell phone integration features:

- C.3.1.1.11.1 has a pay by cell phone option;
- C.3.1.1.11.2 has the capability to add time through the cell phone, if the initial payment was made at the pay station;
- ;
- C.3.1.1.11.3 has the capability to enable the user to add time at the pay station, if the initial payment was made through the cell phone;
- C.3.1.1.11.4 notifies the user through the cell phone prior to expiration of the parking time, if a payment was made by cell phone; and
- C.3.1.1.11.5 generates and transmits to enforcement officers a wireless report of valid vehicles paid.

C.3.2 American Disabilities Act (ADA) Compliance (CLIN 0001) - The contractor shall install the meters in accordance with the following ADA compliance requirements:

- C.3.2.1 High forward reach must be 1200 mm, or 48 inches maximum;
- C.3.2.2 low forward reach must be 380 mm or 15 inches above the surface;
- C.3.2.3 all operable parts on the meter must be operable with one hand, and shall not require tight grasping, pinching, or twisting of the wrist; and
- C.3.2.4 the force required to activate operable parts must not exceed 22 N (5 lbs).

Appendix J.2.6 Space Sensor Specifications

C.3.1.2 In-Street Space Sensing Technology Vehicle Detection System

The Contractor shall supply and install a space sensing monitoring meter occupancy technology for both single and multi-space meters that meets the following performance requirements:

- C.3.1.2.1 enables the user to monitor both space and payment activity;
- C.3.1.2.2 transmits information on occupancy and payment to a web portal.
- C.3.1.2.3 when a parking violation occurs, automatically alerts parking enforcement personnel in real time, by existing wireless handheld technology (see Section C.2.11); and
- C.3.1.2.4 provides historical space-sensing data to the Offeror's PMMS for transfer to the District.

Appendix J.2.7 Wage Determination

WD 05-2103 (Rev.-11) was first posted on www.wdol.gov on 06/17/2011

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT

By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Diane C. Koplewski Division of
Director Wage Determinations

Wage Determination No.: 2005-2103
Revision No.: 11
Date Of Revision: 06/13/2011

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince
George's, St Mary's

Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier,
King George, Loudoun, Prince William, Stafford

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE

FOOTNOTE

RATE

01000 - Administrative Support And Clerical Occupations

01011 - Accounting Clerk I

15.08

01012 - Accounting Clerk II

16.92

01013 - Accounting Clerk III

22.30

01020 - Administrative Assistant

31.41

01040 - Court Reporter

21.84

01051 - Data Entry Operator I

14.38

01052 - Data Entry Operator II

15.69

01060 - Dispatcher, Motor Vehicle

17.87

01070 - Document Preparation Clerk

14.21

01090 - Duplicating Machine Operator

14.21

01111 - General Clerk I

14.88

01112 - General Clerk II

16.24

01113 - General Clerk III

18.74

01120 - Housing Referral Assistant

25.29

01141 - Messenger Courier
 13.62
 01191 - Order Clerk I
 15.12
 01192 - Order Clerk II
 16.50
 01261 - Personnel Assistant (Employment) I
 18.15
 01262 - Personnel Assistant (Employment) II
 20.32
 01263 - Personnel Assistant (Employment) III
 22.65
 01270 - Production Control Clerk
 22.03
 01280 - Receptionist
 14.43
 01290 - Rental Clerk
 16.55
 01300 - Scheduler, Maintenance
 18.07
 01311 - Secretary I
 18.07
 01312 - Secretary II
 20.18
 01313 - Secretary III
 25.29
 01320 - Service Order Dispatcher
 16.98
 01410 - Supply Technician
 28.55
 01420 - Survey Worker
 20.03
 01531 - Travel Clerk I
 13.29
 01532 - Travel Clerk II
 14.36
 01533 - Travel Clerk III
 15.49
 01611 - Word Processor I
 15.63
 01612 - Word Processor II
 17.67
 01613 - Word Processor III
 19.95
 05000 - Automotive Service Occupations
 05005 - Automobile Body Repairer, Fiberglass
 25.26
 05010 - Automotive Electrician
 23.51
 05040 - Automotive Glass Installer
 22.15
 05070 - Automotive Worker
 22.15
 05110 - Mobile Equipment Servicer
 19.04
 05130 - Motor Equipment Metal Mechanic
 24.78
 05160 - Motor Equipment Metal Worker
 22.15

05190 - Motor Vehicle Mechanic
 24.78
 05220 - Motor Vehicle Mechanic Helper
 18.49
 05250 - Motor Vehicle Upholstery Worker
 21.63
 05280 - Motor Vehicle Wrecker
 22.15
 05310 - Painter, Automotive
 23.51
 05340 - Radiator Repair Specialist
 22.15
 05370 - Tire Repairer
 14.44
 05400 - Transmission Repair Specialist
 24.78
 07000 - Food Preparation And Service Occupations
 07010 - Baker
 13.85
 07041 - Cook I
 12.55
 07042 - Cook II
 14.60
 07070 - Dishwasher
 10.11
 07130 - Food Service Worker
 10.66
 07210 - Meat Cutter
 18.08
 07260 - Waiter/Waitress
 9.70
 09000 - Furniture Maintenance And Repair Occupations
 09010 - Electrostatic Spray Painter
 19.86
 09040 - Furniture Handler
 14.06
 09080 - Furniture Refinisher
 20.23
 09090 - Furniture Refinisher Helper
 15.52
 09110 - Furniture Repairer, Minor
 17.94
 09130 - Upholsterer
 19.86
 11000 - General Services And Support Occupations
 11030 - Cleaner, Vehicles
 10.54
 11060 - Elevator Operator
 10.54
 11090 - Gardener
 17.52
 11122 - Housekeeping Aide
 11.83
 11150 - Janitor
 11.83
 11210 - Laborer, Grounds Maintenance
 13.07
 11240 - Maid or Houseman
 11.26

11260 - Pruner
11.58
11270 - Tractor Operator
16.04
11330 - Trail Maintenance Worker
13.07
11360 - Window Cleaner
12.85
12000 - Health Occupations
12010 - Ambulance Driver
20.41
12011 - Breath Alcohol Technician
20.27
12012 - Certified Occupational Therapist Assistant
23.11
12015 - Certified Physical Therapist Assistant
21.43
12020 - Dental Assistant
17.18
12025 - Dental Hygienist
44.75
12030 - EKG Technician
27.67
12035 - Electroneurodiagnostic Technologist
27.67
12040 - Emergency Medical Technician
20.41
12071 - Licensed Practical Nurse I
19.07
12072 - Licensed Practical Nurse II
21.35
12073 - Licensed Practical Nurse III
24.13
12100 - Medical Assistant
15.01
12130 - Medical Laboratory Technician
18.04
12160 - Medical Record Clerk
17.42
12190 - Medical Record Technician
19.50
12195 - Medical Transcriptionist
18.77
12210 - Nuclear Medicine Technologist
37.60
12221 - Nursing Assistant I
10.80
12222 - Nursing Assistant II
12.14
12223 - Nursing Assistant III
13.98
12224 - Nursing Assistant IV
15.69
12235 - Optical Dispenser
20.17
12236 - Optical Technician
15.80
12250 - Pharmacy Technician
18.12

12280 - Phlebotomist
 15.69
 12305 - Radiologic Technologist
 31.11
 12311 - Registered Nurse I
 27.64
 12312 - Registered Nurse II
 33.44
 12313 - Registered Nurse II, Specialist
 33.44
 12314 - Registered Nurse III
 40.13
 12315 - Registered Nurse III, Anesthetist
 40.13
 12316 - Registered Nurse IV
 48.10
 12317 - Scheduler (Drug and Alcohol Testing)
 21.73
 13000 - Information And Arts Occupations
 13011 - Exhibits Specialist I
 19.86
 13012 - Exhibits Specialist II
 24.61
 13013 - Exhibits Specialist III
 30.09
 13041 - Illustrator I
 20.48
 13042 - Illustrator II
 25.38
 13043 - Illustrator III
 31.03
 13047 - Librarian
 33.88
 13050 - Library Aide/Clerk
 14.21
 13054 - Library Information Technology Systems
 30.60
 Administrator
 13058 - Library Technician
 19.89
 13061 - Media Specialist I
 18.73
 13062 - Media Specialist II
 20.95
 13063 - Media Specialist III
 23.36
 13071 - Photographer I
 16.65
 13072 - Photographer II
 18.90
 13073 - Photographer III
 23.67
 13074 - Photographer IV
 28.65
 13075 - Photographer V
 33.76
 13110 - Video Teleconference Technician
 20.39
 14000 - Information Technology Occupations

14041 - Computer Operator I
 18.92
 14042 - Computer Operator II
 21.18
 14043 - Computer Operator III
 23.60
 14044 - Computer Operator IV
 26.22
 14045 - Computer Operator V
 29.05
 14071 - Computer Programmer I (see 1)
 26.36
 14072 - Computer Programmer II (see 1)
 14073 - Computer Programmer III (see 1)
 14074 - Computer Programmer IV (see 1)
 14101 - Computer Systems Analyst I (see 1)
 14102 - Computer Systems Analyst II (see 1)
 14103 - Computer Systems Analyst III (see 1)
 14150 - Peripheral Equipment Operator
 18.92
 14160 - Personal Computer Support Technician
 26.22
 15000 - Instructional Occupations
 15010 - Aircrew Training Devices Instructor (Non-Rated)
 36.47
 15020 - Aircrew Training Devices Instructor (Rated)
 44.06
 15030 - Air Crew Training Devices Instructor (Pilot)
 52.81
 15050 - Computer Based Training Specialist / Instructor
 36.47
 15060 - Educational Technologist
 35.31
 15070 - Flight Instructor (Pilot)
 52.81
 15080 - Graphic Artist
 26.80
 15090 - Technical Instructor
 25.08
 15095 - Technical Instructor/Course Developer
 30.67
 15110 - Test Proctor
 20.20
 15120 - Tutor
 20.20
 16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations
 16010 - Assembler
 9.88
 16030 - Counter Attendant
 9.88
 16040 - Dry Cleaner
 12.94
 16070 - Finisher, Flatwork, Machine
 9.88
 16090 - Presser, Hand
 9.88
 16110 - Presser, Machine, Drycleaning
 9.88

16130 - Presser, Machine, Shirts
 9.88
 16160 - Presser, Machine, Wearing Apparel, Laundry
 9.88
 16190 - Sewing Machine Operator
 13.78
 16220 - Tailor
 14.66
 16250 - Washer, Machine
 10.88
 19000 - Machine Tool Operation And Repair Occupations
 19010 - Machine-Tool Operator (Tool Room)
 21.14
 19040 - Tool And Die Maker
 23.38
 21000 - Materials Handling And Packing Occupations
 21020 - Forklift Operator
 18.02
 21030 - Material Coordinator
 22.03
 21040 - Material Expediter
 22.03
 21050 - Material Handling Laborer
 13.83
 21071 - Order Filler
 15.09
 21080 - Production Line Worker (Food Processing)
 18.02
 21110 - Shipping Packer
 15.09
 21130 - Shipping/Receiving Clerk
 15.09
 21140 - Store Worker I
 11.72
 21150 - Stock Clerk
 16.86
 21210 - Tools And Parts Attendant
 18.02
 21410 - Warehouse Specialist
 18.02
 23000 - Mechanics And Maintenance And Repair Occupations
 23010 - Aerospace Structural Welder
 27.21
 23021 - Aircraft Mechanic I
 25.83
 23022 - Aircraft Mechanic II
 27.21
 23023 - Aircraft Mechanic III
 28.53
 23040 - Aircraft Mechanic Helper
 17.54
 23050 - Aircraft, Painter
 24.73
 23060 - Aircraft Servicer
 19.76
 23080 - Aircraft Worker
 21.01
 23110 - Appliance Mechanic
 21.75

23120 - Bicycle Repairer
 14.43
 23125 - Cable Splicer
 26.02
 23130 - Carpenter, Maintenance
 21.40
 23140 - Carpet Layer
 20.49
 23160 - Electrician, Maintenance
 27.98
 23181 - Electronics Technician Maintenance I
 24.94
 23182 - Electronics Technician Maintenance II
 26.47
 23183 - Electronics Technician Maintenance III
 27.89
 23260 - Fabric Worker
 19.13
 23290 - Fire Alarm System Mechanic
 22.91
 23310 - Fire Extinguisher Repairer
 17.62
 23311 - Fuel Distribution System Mechanic
 22.81
 23312 - Fuel Distribution System Operator
 19.38
 23370 - General Maintenance Worker
 21.43
 23380 - Ground Support Equipment Mechanic
 25.83
 23381 - Ground Support Equipment Servicer
 19.76
 23382 - Ground Support Equipment Worker
 21.01
 23391 - Gunsmith I
 17.62
 23392 - Gunsmith II
 20.49
 23393 - Gunsmith III
 22.91
 23410 - Heating, Ventilation And Air-Conditioning
 23.89
 Mechanic
 23411 - Heating, Ventilation And Air Contditioning
 25.17
 Mechanic (Research Facility)
 23430 - Heavy Equipment Mechanic
 22.91
 23440 - Heavy Equipment Operator
 22.91
 23460 - Instrument Mechanic
 22.59
 23465 - Laboratory/Shelter Mechanic
 21.75
 23470 - Laborer
 14.98
 23510 - Locksmith
 21.90

23530 - Machinery Maintenance Mechanic
 23.12
 23550 - Machinist, Maintenance
 22.91
 23580 - Maintenance Trades Helper
 18.27
 23591 - Metrology Technician I
 22.59
 23592 - Metrology Technician II
 23.80
 23593 - Metrology Technician III
 24.96
 23640 - Millwright
 28.19
 23710 - Office Appliance Repairer
 22.96
 23760 - Painter, Maintenance
 21.75
 23790 - Pipefitter, Maintenance
 24.63
 23810 - Plumber, Maintenance
 22.29
 23820 - Pneudraulic Systems Mechanic
 22.91
 23850 - Rigger
 22.91
 23870 - Scale Mechanic
 20.49
 23890 - Sheet-Metal Worker, Maintenance
 22.91
 23910 - Small Engine Mechanic
 20.49
 23931 - Telecommunications Mechanic I
 29.95
 23932 - Telecommunications Mechanic II
 31.55
 23950 - Telephone Lineman
 27.41
 23960 - Welder, Combination, Maintenance
 22.91
 23965 - Well Driller
 22.91
 23970 - Woodcraft Worker
 22.91
 23980 - Woodworker
 17.62
 24000 - Personal Needs Occupations
 24570 - Child Care Attendant
 12.79
 24580 - Child Care Center Clerk
 17.77
 24610 - Chore Aide
 10.57
 24620 - Family Readiness And Support Services
 16.90
 Coordinator
 24630 - Homemaker
 18.43
 25000 - Plant And System Operations Occupations

25010 - Boiler Tender
 27.30
 25040 - Sewage Plant Operator
 20.84
 25070 - Stationary Engineer
 27.30
 25190 - Ventilation Equipment Tender
 19.49
 25210 - Water Treatment Plant Operator
 20.84
 27000 - Protective Service Occupations
 27004 - Alarm Monitor
 20.57
 27007 - Baggage Inspector
 12.71
 27008 - Corrections Officer
 22.80
 27010 - Court Security Officer
 24.72
 27030 - Detection Dog Handler
 20.57
 27040 - Detention Officer
 22.80
 27070 - Firefighter
 24.63
 27101 - Guard I
 12.71
 27102 - Guard II
 20.57
 27131 - Police Officer I
 26.52
 27132 - Police Officer II
 29.67
 28000 - Recreation Occupations
 28041 - Carnival Equipment Operator
 13.59
 28042 - Carnival Equipment Repairer
 14.63
 28043 - Carnival Equipment Worker
 9.24
 28210 - Gate Attendant/Gate Tender
 13.01
 28310 - Lifeguard
 11.59
 28350 - Park Attendant (Aide)
 14.56
 28510 - Recreation Aide/Health Facility Attendant
 10.62
 28515 - Recreation Specialist
 18.04
 28630 - Sports Official
 11.59
 28690 - Swimming Pool Operator
 18.21
 29000 - Stevedoring/Longshoremen Occupational Services
 29010 - Blocker And Bracer
 23.13
 29020 - Hatch Tender
 23.13

29030 - Line Handler
23.13
29041 - Stevedore I
21.31
29042 - Stevedore II
24.24
30000 - Technical Occupations
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)
39.92
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)
26.84
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)
29.56
30021 - Archeological Technician I
20.19
30022 - Archeological Technician II
22.60
30023 - Archeological Technician III
27.98
30030 - Cartographic Technician
27.98
30040 - Civil Engineering Technician
26.41
30061 - Drafter/CAD Operator I
20.19
30062 - Drafter/CAD Operator II
22.60
30063 - Drafter/CAD Operator III
25.19
30064 - Drafter/CAD Operator IV
31.00
30081 - Engineering Technician I
22.92
30082 - Engineering Technician II
25.72
30083 - Engineering Technician III
28.79
30084 - Engineering Technician IV
35.64
30085 - Engineering Technician V
43.61
30086 - Engineering Technician VI
52.76
30090 - Environmental Technician
27.41
30210 - Laboratory Technician
23.38
30240 - Mathematical Technician
28.94
30361 - Paralegal/Legal Assistant I
21.36
30362 - Paralegal/Legal Assistant II
26.47
30363 - Paralegal/Legal Assistant III
32.36
30364 - Paralegal/Legal Assistant IV
39.16
30390 - Photo-Optics Technician
27.98

30461 - Technical Writer I
 21.93
 30462 - Technical Writer II
 26.84
 30463 - Technical Writer III
 32.47
 30491 - Unexploded Ordnance (UXO) Technician I
 24.74
 30492 - Unexploded Ordnance (UXO) Technician II
 29.93
 30493 - Unexploded Ordnance (UXO) Technician III
 35.88
 30494 - Unexploded (UXO) Safety Escort
 24.74
 30495 - Unexploded (UXO) Sweep Personnel
 24.74
 30620 - Weather Observer, Combined Upper Air Or (see 2)
 25.19
 Surface Programs
 30621 - Weather Observer, Senior (see 2)
 27.98
 31000 - Transportation/Mobile Equipment Operation Occupations
 31020 - Bus Aide
 14.32
 31030 - Bus Driver
 20.85
 31043 - Driver Courier
 13.98
 31260 - Parking and Lot Attendant
 10.07
 31290 - Shuttle Bus Driver
 15.66
 31310 - Taxi Driver
 13.98
 31361 - Truckdriver, Light
 15.66
 31362 - Truckdriver, Medium
 17.90
 31363 - Truckdriver, Heavy
 19.18
 31364 - Truckdriver, Tractor-Trailer
 19.18
 99000 - Miscellaneous Occupations
 99030 - Cashier
 10.03
 99050 - Desk Clerk
 11.58
 99095 - Embalmer
 23.05
 99251 - Laboratory Animal Caretaker I
 11.30
 99252 - Laboratory Animal Caretaker II
 12.35
 99310 - Mortician
 31.73
 99410 - Pest Controller
 17.69
 99510 - Photofinishing Worker
 13.20

99710 - Recycling Laborer
18.50
99711 - Recycling Specialist
22.71
99730 - Refuse Collector
16.40
99810 - Sales Clerk
12.09
99820 - School Crossing Guard
13.43
99830 - Survey Party Chief
21.94
99831 - Surveying Aide
13.63
99832 - Surveying Technician
20.85
99840 - Vending Machine Attendant
14.43
99841 - Vending Machine Repairer
18.73
99842 - Vending Machine Repairer Helper
14.43

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.59 per hour or \$143.60 per week or \$622.27 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate

not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400)

wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds

\$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder

and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work,

there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A

links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)}

When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report

of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

Option 1 - Parking Meter Pricing Workbook with System Refresh

100% Asset Refresh Quantities

Instructions are located in comments. You will see a small red triangle in the upper right corner of a

Meter Type	Spaces
Non-connected Meters	
McKay Mechanical Single Space Meter (SSM)	3,360
Duncan Eagle SSM	8,530
Total Non-Connected (Must equal zero (0))	
Connected Meters	
Parkeon Pay and Display Multi-space Meter	4,696
IPS Smart Meter	2,192
Offeror's Proposed Meters	
Offeror's Proposed Pay by Space Multi-Space Meter A (Required)	N/A
Offeror's Proposed Pay by Space Multi-Space Meter B (if proposed)	N/A
Offeror's Proposed Pay by Space Multi-Space Meter C (if proposed)	N/A
Offeror's Proposed Single Space Meter A (if proposed)	N/A
Offeror's Proposed Single Space Meter B (if proposed)	N/A
Offeror's Proposed Single Space Meter C (if proposed)	N/A
Offeror's Proposed Space Sensor	N/A

Total Spaces Offered (Must equal 20,000)

cell when there is a comment. Hover over the cell to see the instructions.

Current Asset Qty.	Proposed Asset Qty	Proposed Spaces
3,360	0	0
8,530	0	0
	0	0
587	587	4,696
2,192		2,192
N/A		0
N/A		N/A
		6,888

Option 2 - Parking Meter Pricing Workbook with NO System Refresh

Offeror's Directions

- 1 Offerors will provide this workbook in both Excel and PDF format.
- 2 For information about each CLIN the Offeror should refer to the RFP.
- 3 Each cell the Offeror needs to input is shaded in yellow, all other cells are locked.
- 4 Offeror's inputs will flow from the Asset Refresh worksheets to the applicable CLINs.
- 5 Offeror's evaluated price for each CLIN will be displayed at the bottom of each worksheet.
- 6 Offeror's total evaluated price for CLINs 0001-0007 can be seen on the Summary Sheet.
- 7 CLIN 0007 is calculated on the Summary Sheet. No Offeror input is required.

12/22/2011

Single Space Meters:

Duncan Mechanisms	
Good	0
Need Repair	2000
MacKay Mechanisms	
Good	0
Need Repair	200
Housings	900
Domes	650
ADA Domes	250
Clear Domes	250
Locks	
Top	100
Bottom	2000
AA Batteries	312
9V Batteries	528

Multi Space Meters:

Solar Panels	10
Housings - Upper	10
Housings - Lower	8
Bases	0
Sleeves	12
Doors	14
Vaults	2
Collection Cans	3
Main Boards	0
Coin Validators	0
Modems - Mobitex	0
Modems - GPRS	0
Card Reader - 500	0
Card Reader - 900	0
Mag Heads	6
Button Boards	2
Batteries	10
Solar Charging Boards	0
Racks	1

Posts:

Dirt	15
Concrete	32
Brick	37

Collection Equipment:

Canisters	165
Carts	10
MSM Cans	600

SIGN INSTALLATION PROCEDURES

*DDOT Parking Meter Asset
Management RFP*

Warning

- Offerors should note that this slide deck is provided for overall guidance and information.
- Offerors should refer to the Manual for Uniform Traffic Control Devices for complete guidance on signage.

Tools and Materials Needed

- Post Driver – Compressed Air Post Driver (rhino PD-50) – *Washington Air Compressor*
- Post Driver – Manual – Shannon Baum Signs
- Sign U-Post #74012 (2lbs Green) – *Shannon Baum Signs*
- Ratchet Banding Tensioner #T101 – *It Straps On, Inc. (800) 893-1996*
- Banding Cutter
- Banding Material – #C20699 (201 Stainless Steel ¾” x 100’ Band-It-Index, Inc. (303) 320-4555
- Banding buckle – It Straps On, Inc. (800) 893-1996
- Bolt – Coarse Thread Hex Screw – 5/16-18-2 zinc blue (#00026-2524-451) Grainger
- Lock Nut - #3PDG7 Grainger
- Washer (Stainless Steel)- Grainger
- Loctite – Quicktape 249 0.5 x 260” Grainger
- Flare Legg Sign bracket
- Box wrenches – ½” x 9/16” box wrench - Grainger
- Pole puller unit
- Compressed air star drill – Washington Gas and Compressor
- 6’ Ladder
- Ruler – Standard tape measure - Grainger
- Level – Three bubble level (3’ long) - Grainger

Specs

- **Parking Space, Signs, Markings And Labels (CLIN 0003)** - The contractor shall provide all the management, supervision, labor, equipment, materials, supplies and transportation to supply and install the signs, markings and labels that govern the meters in accordance with the following minimum specifications:
 - Each Pay by Space parking space the space must be identified by number, and clearly indicated on posts, located between spaces, and at a distance of 12 inches from the curb.
 - Each installed meter must have posted signage, which include a) Pay-to-Park anchor signs, and b) two (2) coin-to-hand signs. All signage must be installed according to the requirements of Standard Specifications For Highway and Structures, and upon review by DDOT.
 - At each location, the contractor shall supply and install standard decals to provide adequate instructional and/or meter usage information to end-users, and upon review by DDOT.

Tools

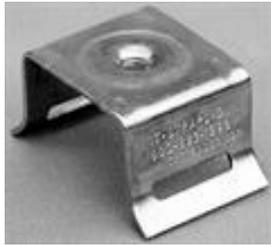


Post Puller Assy.

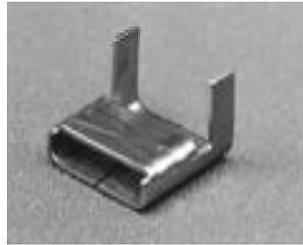
Manual Post Driver



Pole Banding



Band
Flare Leg
Bracket



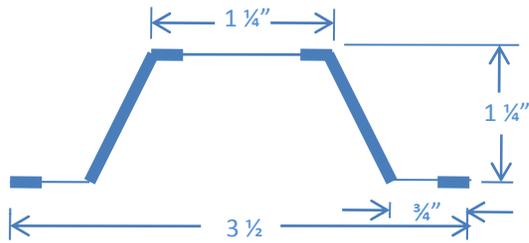
Band Buckle



Banding Tool

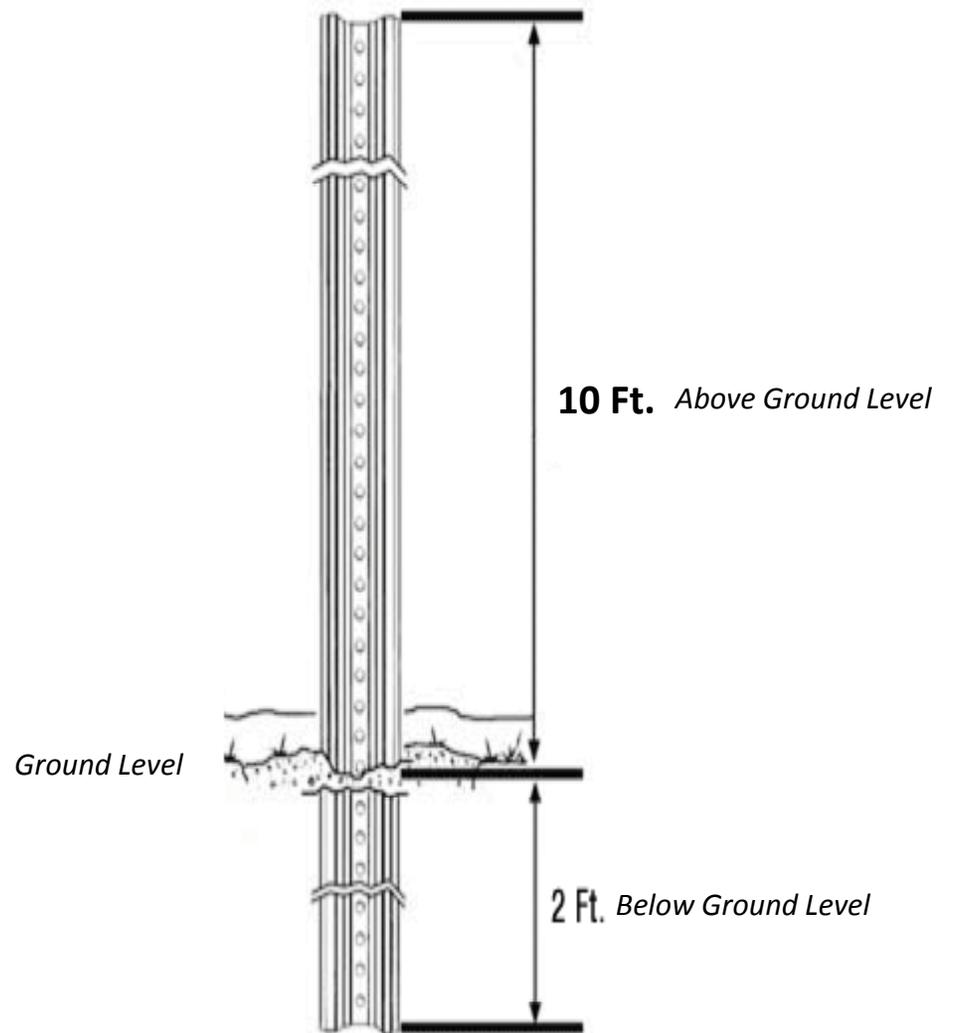
SIGN POST

2 – pound posts
11 gauge



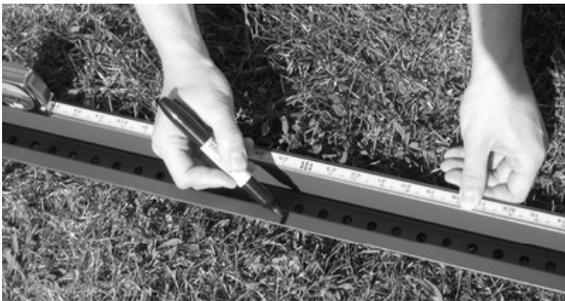
Shannon Baum Signs - #74012 GRN

12 Ft - U-Post



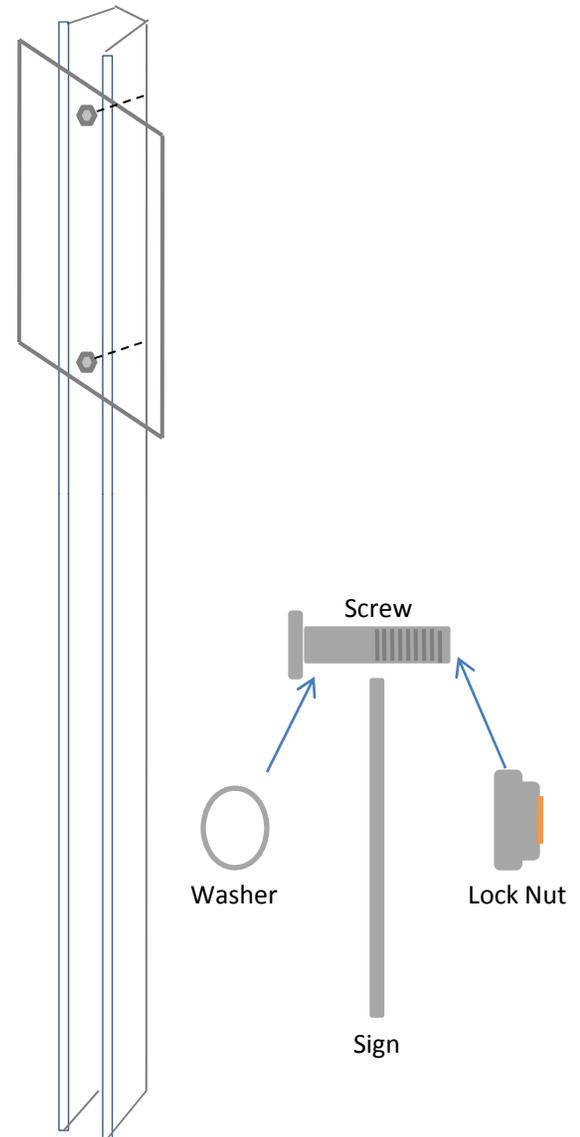
How to install U-Posts

1. Determine exact location to install U-post.
2. Notify Miss Utility before digging or driving pole in the ground.
3. Once Miss Utility is cleared, installation of post can proceed.
4. Measure from bottom of U-post 2' up and mark on pole. This is the dept for which the pole will be driven into the ground.
5. If using a manual pole driver, lay U-post on ground and place pole driver on the top end of the pole. Walk pole to upright position and place on exact mark for installation. While one person holds the pole steady, the other person drives the pole into the ground using the manual pole driver. Every 6" to 8", stop driving the pole and check to make sure pole is straight (use level). Adjust as necessary if not level. Once the pole reach the 2' mark stop driving and safely remove driver unit from top of pole.
6. If using a air compressed pole driver, repeat 1-4.
7. Place pole on exact mark for installation. One person will hold the pole in place while the other person works out of the Arial bucket truck. Place the air compressed pole driver unit over the top of the post to be driven. Once in position, start driving the pole in the ground. Every 6" to 8", stop driving the pole and check to make sure pole is straight (use level). Adjust as necessary if not level. Once the pole reach the 2' mark stop driving and safely remove driver unit from top of pole.

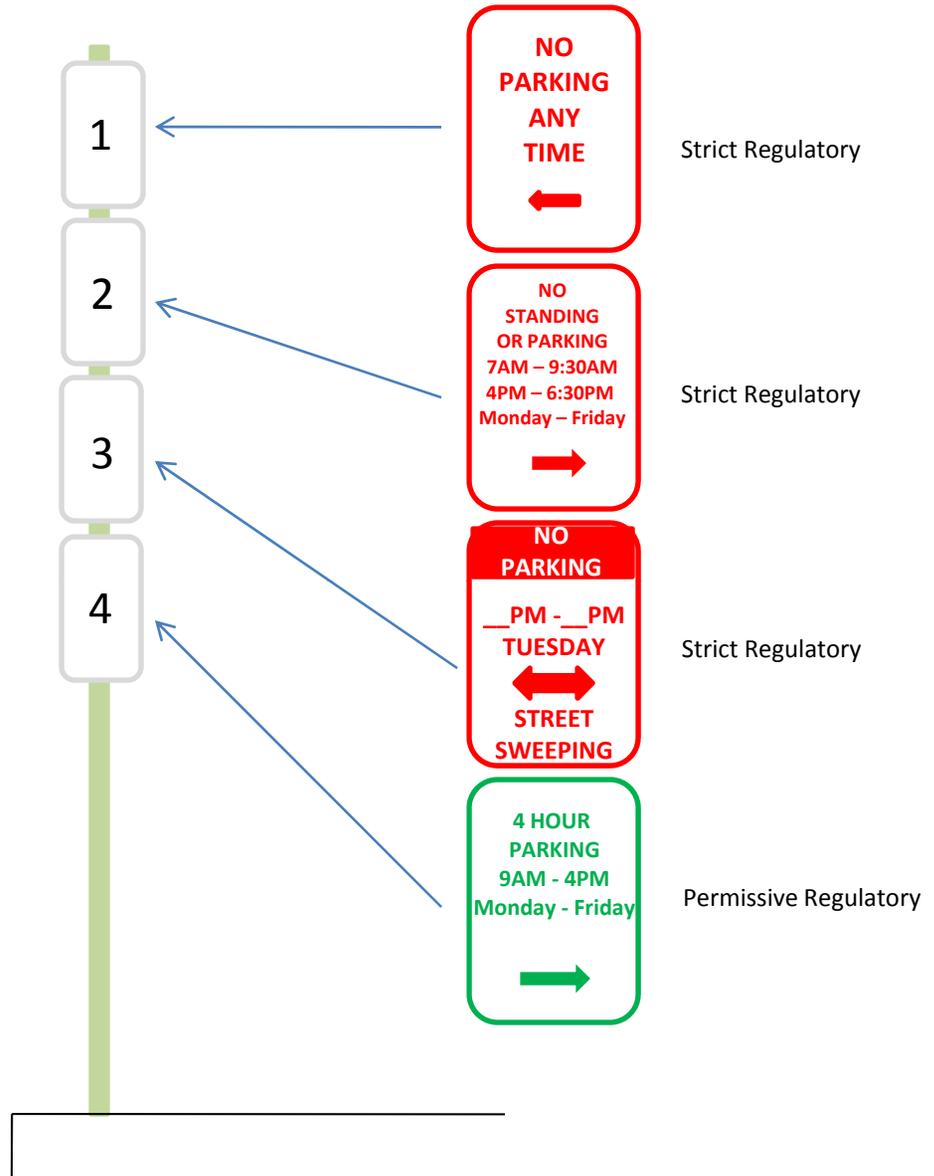


Installation Notes:

- Align pre-drilled holes in sign with pre-drilled holes in u-post.
- Butt sign up next to existing sign but do not overlap signs. (edge to edge)
- Place washer over screw.
- Insert screw with washer side on face of sign through both sign and post pre-drilled holes.
- Place nut on end of screw and tighten until you see a little deflection in sign face.
- Repeats steps for second attachment screw.
- If existing screw do not come off due to rush, spray with WD-40 or equivalent to loosen.
- When installing new sign on post, follow the sign placement order as shown on next slide.
If you are not sure on the placement of sign, contact DDOT/FOD for help (202) 698-3600.



SIGN PLACEMENT ORDER





12" x 18"

Coin In Hand

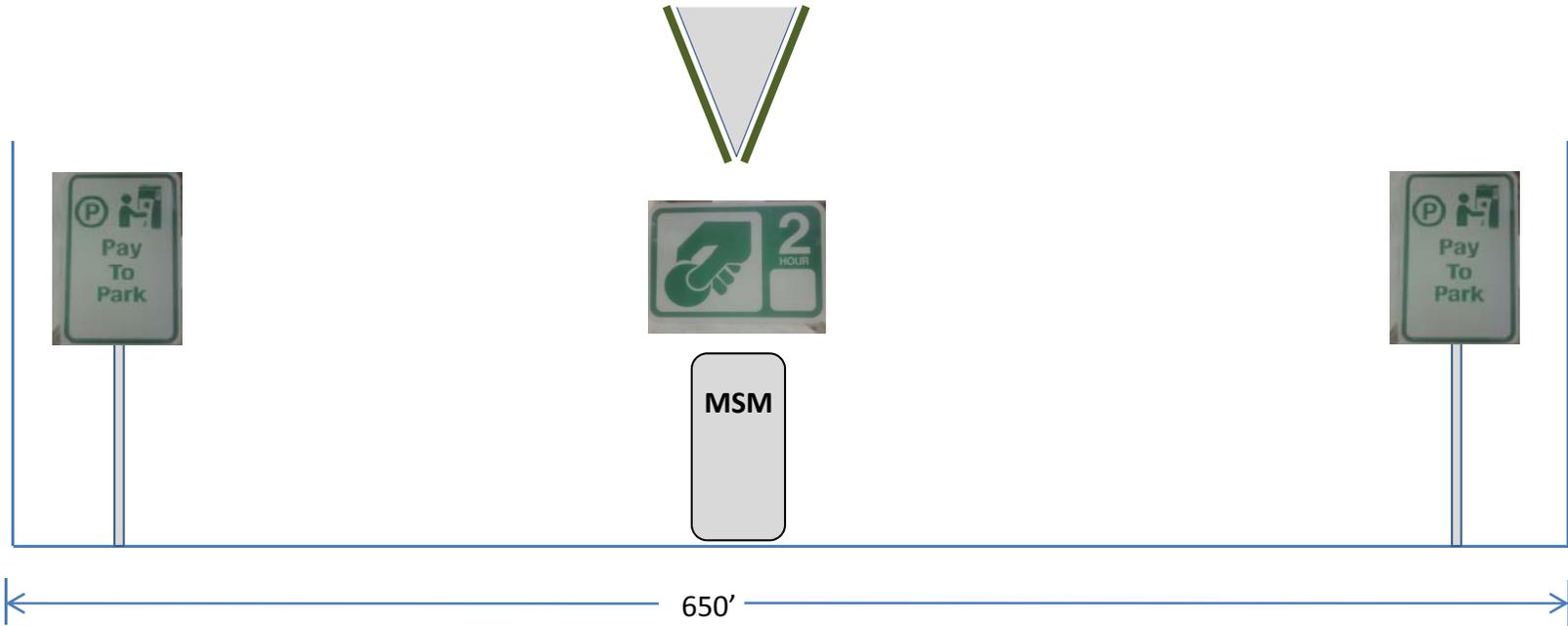


12" x 18"

Pay to Park

PAY TO PARK

Mount 2ea signs at 45° angle

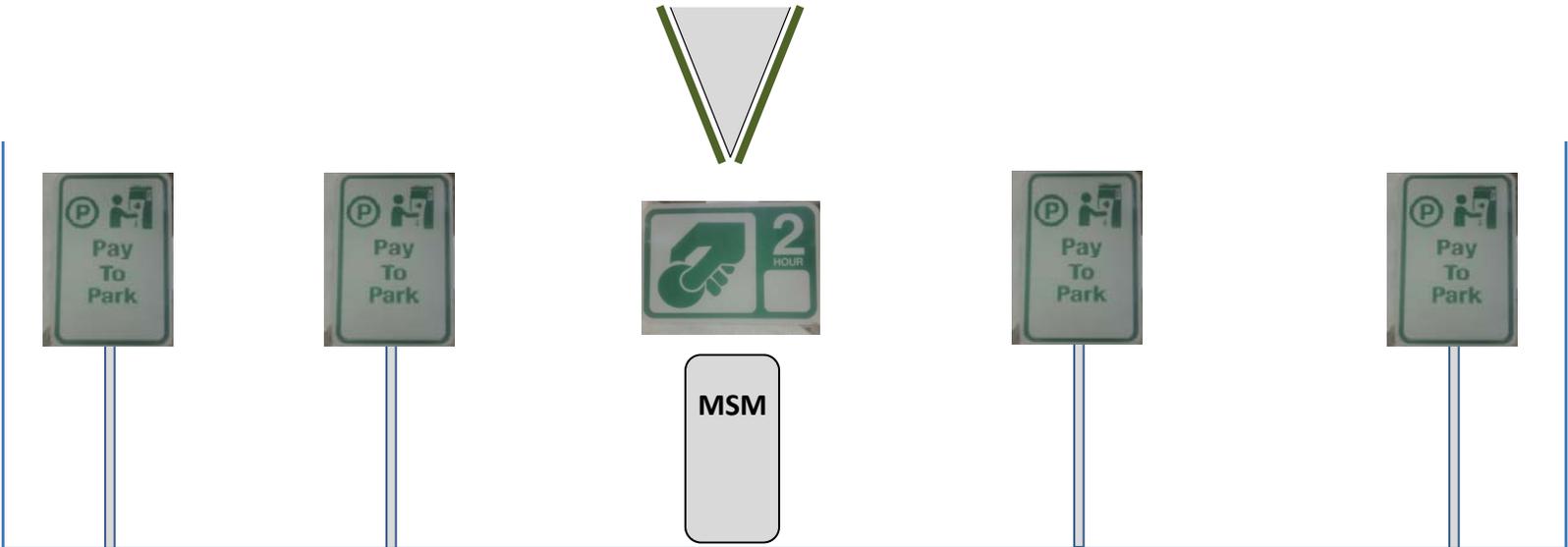


500' to 700'

SHORT BLOCK

PAY TO PARK

Mount 2ea signs at 45° angle



701' to 1000'

LONG BLOCK