



May 31, 2022 (updated June 2, 2022)

To: Potential Professional Services Provider

Re: Request for Proposal for Professional Services
Penn State University Park
Parking Access & Revenue Control System Upgrades
Penn State Project No. 00-08331.00

Penn State is soliciting Requests for Proposals for Professional Services (the "RFP") from qualified professional firms to provide an analysis, recommendations, and bid specifications for upgrades to the existing Parking Access and Revenue Control System (PARCS) in the following parking decks at the University Park campus:

- 1) East Parking Deck
- 2) HUB Parking Deck
- 3) Nittany Parking Deck
- 4) West Parking Deck

General information on each parking deck, including existing PARCS equipment, can be found in Attachment A.

SERVICES DESCRIPTION

In general, the Professional's responsibilities for this project include, but are not limited to, the following:

PART 1 - GENERAL

1. Utilize Penn State's eBuilder for all project-related processes and document storage.
2. Conduct a virtual kick-off meeting and virtual progress meetings (bi-weekly or monthly, as appropriate) with project stakeholders from Penn State. Provide meeting minutes within three (3) business days of the meeting and upload the final minutes to the appropriate folder in eBuilder.

PART 2 – PARCS SYSTEM PLAN

1. Review Penn State Transportation Services goals and objectives for the project.
2. Review current equipment shortcomings, specific features and functionality desired for the new equipment.
3. Review the operational demands and user characteristics of the parking decks, including the arrival/departure patterns and volumes of monthly, transient, and event parkers.
4. Review the current physical conditions at the parking decks, specifically the lane geometrics, equipment placement, clearances, queuing capacity, curb, and island conditions, etc.
5. Provide an overview of previous PARCS technology options and discuss the merits, liabilities, costs, and prevailing industry trends relative to the various system options.
6. Provide a summary description of the PARCS recommended for the parking decks including hardware components (i.e., quantities, install locations, features, etc.) and software functionalities and interfaces, as well as any recommended optional components and/or features for the parking decks. Please note that Transportation Services is requested LPR for access control at each facility
7. Provide an option of estimated overall, and parking deck-specific, project cost to acquire and install the recommended PARCS technology solutions.
8. Provide pricing for five (5) on-site observations of installation work, on a per visit basis, from project mobilization to completion of the PARCS, including final site observation/inspection for project compliance; implement punch-list accordingly with follow-up inspection/approval of outstanding systems.

PART 3 – PARCS BID SOLICITATION AND PROCUREMENT

1. Prepare detailed PARCS bid specifications including the following, for a best value selection of a vendor to design, construct, and maintain the PARCS in the parking decks.
 - a. Performance-based specifications detailing the requirements for system features and functionality.
 - b. Technical specifications describing components manufacturing standards, durability, appearance, and functionality.
 - c. The specifications shall be prepared in close coordination with representatives from Penn State Transportation Services, Purchasing, Information Technology, Physical Security and Office of Physical Plant to ensure the design and construction complies with Penn State design and construction standards, maximizes the operational efficiency of each parking deck, and minimizes maintenance-related efforts and costs. Penn state does not have access to updated drawings for the current PARCS equipment to provide as an attachment to the RFP
2. Assist with Bid Administration, including the following:
 - a. Identification of Prospective Bidders.
 - b. Assist Penn State to prepare responses to prospective bidder's inquiries and clarifications during the advertisement period.
 - c. Conduct an initial review of all bid submissions to confirm that each is compliant with bid submittal requirements.
 - d. Review submitted bids and prepare a comparative analysis on the basis of, but not limited to, the following selection criteria:
 - i. Proposed PARCS ability to meet Penn State's goals and objectives.
 - ii. Annual costs related to software and maintenance fees, in addition to the cost of equipment.
 - iii. Thoroughness of proposed schedule and timeline for installation.
 - iv. Ability to expand the systems to incorporate future expansions and/or technological features and/or functionalities.
 - v. Ability to service equipment in a timely manner, and proposed plan regarding internal vs external service.
 - vi. Integration with current and future Penn State Transportation Services vendor partners.
 - vii. Prepare and rank responses related to functionality of the following areas
 - Rate programming
 - Parking Reservations
 - Parking Validations
 - Reporting
 - Special Events
 - Integrations
 - Communications (email, text, push notifications, etc.)
 - Permit Programming
 - LPR Functionality (Access, Alternate Credentials, transient parking, enforcement)
 - University Vehicle Access

- Virtual permit options
 - Virtual payment options
 - Cross parking of all permit holders
 - IT Features (Hosted, PCI Compliance, support, no connectivity, available gateways and associated fees)
- e. Summarize the comparative analysis of bids in a matrix and technical memorandum for Penn State's review. The memorandum will include a description of applied methodology, analysis, conclusions, and recommended vendor shortlist.
3. Participate in respondent interviews/presentations as a non-voting member.
- a. Assist with the formulation of key discussion topics and questions to be raised at the respondent interviews, including questions which may be specific to each of the different respondents to be shortlisted.
 - b. Assist with the development of final selection criteria.
 - c. Summarize the comparative analysis of the interviews/presentations in a matrix and technical memorandum for Penn State's review. The memorandum will include a description of applied methodology, analysis, conclusion, and recommended vendor.

PART 4 – SYSTEM PRE-INSTALLATION ADMINISTRATION

1. Review the selected bidder's transition plan with associated timeline detailing how each phase of the new PARCS to ensure they minimize the impact to parking operations.
2. Review shop drawings, catalogue cuts, etc. when submitted by the vendor.
3. Review and recommend approval of the vendor's detail order for the most recent and available versions of all hardware and software.
4. Review the vendor's data migration plan for conversion from the existing PARCS to the new systems. Review the vendor's list of logistical needs (i.e., lane closures, temporary access/egress lane reconfigurations, temporary traffic flow changes, power supply feeds, facility use notifications, signage, etc.) required during the design and construction phase.
5. Review bidders list of any third-party installers and/or installation service subcontractors along with their pre-qualifications and references from previous PARCS installation.
6. Attend an on-site mobilization meeting at the commencement of construction, if necessary.
7. Review proposed installation modifications and/or punch-list of issues and questions that arise during installation and work with Penn State to get answers and resolve pending issues, when necessary.

PART 5 – SYSTEM POST-INSTALLATION ADMINISTRATION

1. Participate in the Factory Acceptance Test (FAT) as Penn State's representative.
2. Participate in the Lane Acceptance Tet (LAT) as Penn State's representative.
3. Monitor the Operational Completion Test (OCT) through the 30-day trial period.
4. Oversee the performance of a second and final test if the vendor's system fails to meet specifications and needs to be repaired, or if the punch-list items that were developed during from the FAT, LAT, or OCT need to be re-tested.
5. Review the vendor's training program and identify any deficiencies or areas in need of additional content and/or attention.

An amendment may be negotiated and issued with the selected firm for additional professional services during the design, construction, and maintenance phases after a vendor is selected for the PARCS upgrades.

SCHEDULE

The schedule for the project is as follows to meet the overall goal of Transportation Services to begin the installation PARCS equipment on May 8, 2023, and be substantially completed by August 1, 2023:

- Deadline for RFP questions 12:00PM on June 21, 2022
- RFP Responses Due 12:00PM on July 1, 2022
- Start of Professional Services August 1, 2022 (anticipated date)
- Overview and Recommendations Due September 16, 2022
- Final Bid Specifications Due October 24, 2022

RFP RESPONSE REQUIREMENTS

Please provide a concise response in the order that the following information is presented:

1. A one-page cover letter that includes the following:
 - Contact information (address, phone, and email) for your team's main point of contact.
 - A concise summary of why your team is best suited for this project.
 - Statement of certification that all information provided is accurate and that you concur, without exception, the terms, conditions, and provisions as contained in the latest version of Penn State's Form of Agreement 1-S.
2. Brief overview of firm, including the number of personnel presently in the firm.
3. A detailed organization chart that clearly shows the roles and responsibilities of each team member proposed and the person who will be your point-of-contact for the project.
4. Qualifications and experience of the design team, including the sub-consultants proposed for this project. Include the number of projects and the total dollar value of the projects that the sub-consultants have worked with your firm.
5. Experience of the firm and sub-consultants in the past ten (10) years in projects similar to the one proposed. List for each the size, project duration from start of design to construction completion, and the final construction cost.
6. The scope of services that identifies the various tasks, deliverables, and meetings that will be provided on this project.
7. A detailed project schedule depicting the various tasks, meetings, and critical milestones for each phase. Allow two (2) weeks for Penn State review of the preliminary recommendations and bid specifications.
8. Proposed fixed fee for basic services, including the proposed hours for each team member per task and the total number of hours for each team member and the entire team for the project. Please complete Attachment B with your proposal.
9. Not-to-exceed amount for reimbursable expenses associated with fee above. Identify what type of expenses will be charged. Expenses, if applicable, shall be billed without markup. Please completed Attached B with your proposal.
10. Professional's billable hourly rates
11. Errors, and omissions insurance coverage

The proposal shall be no more than 25 pages with a minimum of 11-point font. Proposal information on both sides of a page will count as two pages. A cover page, the cover letter, and report tabs or dividers do not count towards this page limitation. Please put the Penn State Project Numbers on the cover page of your proposal and **do not include any terms and conditions**.

RFP RESPONSE CONDITIONS

Penn State does not obligate itself to make the selection for these Professional services based on lowest cost and reserves the right to reject all responses and to select more than one firm to provide the requested services. If more than one firm is selected for the requested services, there will be only one firm selected per project. Penn State further reserves the right to waive any informality in any or all responses, and to reject or accept any response or portion thereof. Our intent is to identify the firm(s) that provide the best fit with our perceived need. The firm(s) will balance quality, cost, and service.

Penn State will issue a Form of Agreement 1-S for the professional is selected to provide the above services. In submitting a proposal for this project, the Professional is acknowledging that they concur with, without exception, the terms, conditions, and provisions as contained in the University's most current version of Form of Agreement 1-S which can be found at:

<https://wikispaces.psu.edu/display/OPPDCS/Division+00+-+Procurement+and+Contracting+Requirements>

RFP for Professional Services
PARCS Upgrades - 00-08331.00
May 31, 2022 (updated June 2, 2022)

Questions regarding the RFP are due by no later than **noon on June 21, 2022**. If it becomes necessary to revise any part of this RFP an amendment will be issued to all firms who acknowledged receipt of the RFP.

Please be advised that the selected vendor cannot respond or be on a team that responds to the PARCS RFP that is created in the scope of services for this project

Please submit the proposal electronically in PDF format via email to khc3@psu.edu no later than **noon on July 1, 2022**.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kurt Coduti", with a stylized flourish at the end.

Kurt H. Coduti, P.E.
Project Manager,
Design and Construction Services
The Pennsylvania State University
108 Physical Plant Building
University Park, PA 16802
(814) 863-4960

Cc: L. Berkey, R. DeMayo, R. Ward, L. Anderson

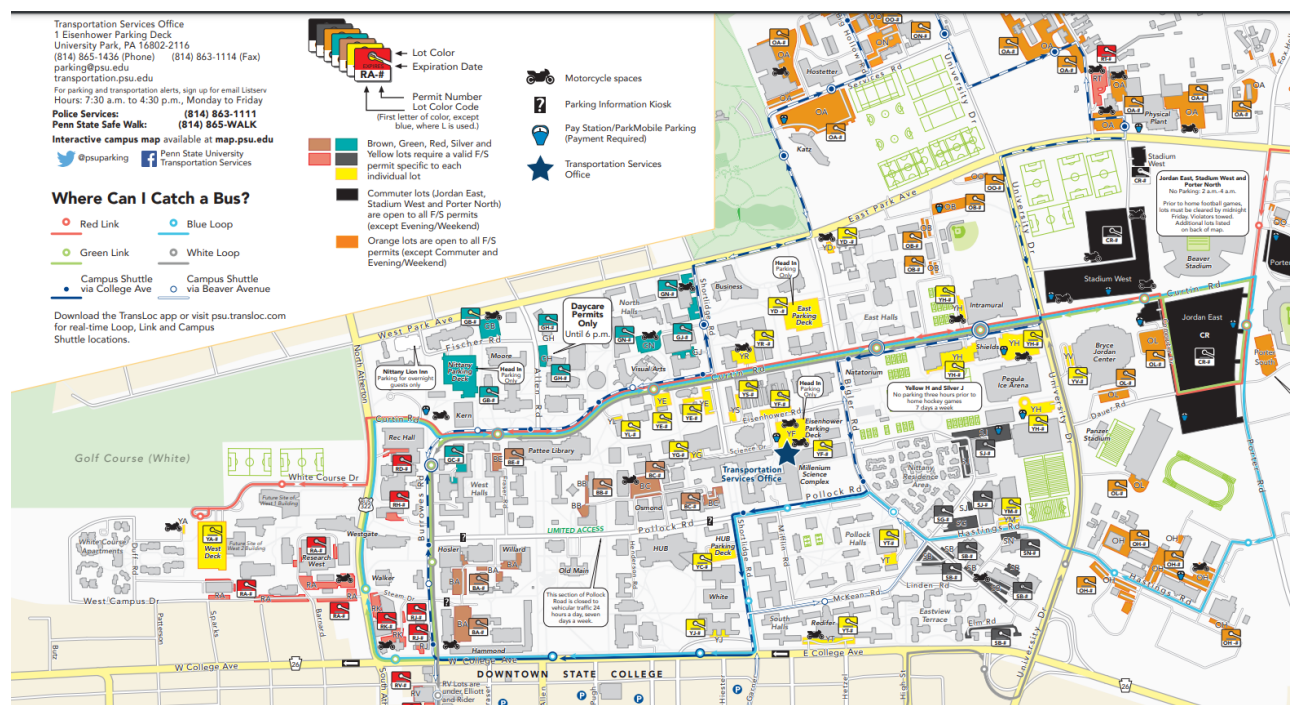
ATTACHMENT A

Summary of Facilities

Transportation Services has four decks with Parking Access and Revenue Control Systems that it plans to replace at the end of the Spring Semester in 2023. Each Facility current has TIBA equipment, and we utilize Parker Technology to manage as a call center platform. We have a communications room that handles calls during peak parking hours, and Parker acts as a backup during busy times and takes calls during low demand times. Three of our four facilities have a level counting system that acts independently of the PARCS equipment currently, and a planned upgrade is to take place after the PARCS equipment is installed. Each Facility offers transient parking at the rate of \$1 per hour, and changes rates for large events on campus. Included below is a table of the current Lanes, POF, and access types at each Parking Facility and then a brief description of each individual Parking Deck. The parking facilities currently have an integration with T2Systems for student, staff, and faculty permits, and Parkmobile for events and reservations. Access control is also place on a small surface lot on campus, and gates that function with the PARCS equipment control access to a restricted roadway (Pollock Road)

Interactive Parking Map

<https://transportation.psu.edu/faculty-staff-parking-map>



PARCS equipment summary

Location	Entry Lanes	Exit Lanes	Reversible Lanes	Cash/CC Pay on Foot	Access Control
East Deck	2	2		3	AVI, QR Code, Transient
Nittany Deck	3	3		3	AVI, QR Code, Transient
West Deck	3	3		5	LPR, QR Code, Transient
HUB Deck	2	2	1	2	AVI, QR Code, Transient
Red K	1	1			QR Code reader
Pollock Rd			2 (Gate and AVI only)		AVI

ATTACHMENT A

East Parking Deck



Location:
Bigler Road

NEARBY POINTS OF INTEREST:

East Halls, Berkey Creamery, McCoy Natatorium, Business Building, Forest Resources Building, Ag Administration

CAPACITY:
1,204 spaces

CLEARANCE:
8' 4" (ground level), 7' 6" (all other levels)

VISITOR ACCESS:

- Parking available seven days a week
- Payment required 24 hours a day, seven days a week
- No student parking 2 a.m. - 4 p.m., Monday - Friday, 2 a.m. - 4 p.m., Saturdays and Sundays
- No motorcycle parking permitted at any time
- Head-in parking only

ACCEPTED FORMS OF PAYMENT:

- Major credit cards (Visa, MasterCard, Discover)
- U.S. Cash (No bills larger than \$20)
- U.S. Coins

HOW TO PAY:

- Take your ticket with you.
- Use pay station before returning to your vehicle.
- East Deck pay stations located on ground level.
- Submit paid ticket at any in-lane exit machine to exit.
- Important: Cash is not accepted at exit.

PERMIT ACCESS:

- Yellow D permits valid 24 hours a day, seven days a week.
- All faculty/staff and visitor permits valid 4 p.m. - 7:30 a.m., Monday - Friday, and all day on Saturdays and Sundays.
- All student permits valid 4 p.m. - 7:30 a.m., Monday - Friday and all day on Saturdays and Sundays, except between 2 a.m. - 4 a.m.
- Scan permit barcode at any entrance machine to enter and at any exit machine to exit.
- If parked during any time when the permit is not valid, the hourly rate for that time will be calculated and will be due by credit card payment when scanning the permit to exit. No student parking is permitted during unauthorized hours.

ATTACHMENT A

West Parking Deck



LOCATION: White Course Drive

NEARBY POINTS OF INTEREST:

Westgate Building, Rec Hall, Earth & Engineering Sciences Building, Applied Science Building, Leonhard Building, Hallowell Building, Research West, Downtown State College

The [Bike Den](#), a DIY bike maintenance and community space, is located on the ground level of the West Deck.

CAPACITY:

1,652 spaces

CLEARANCE:

8' 3" (ground level), 7' 9" (all other levels)

VISITOR ACCESS:

- Parking available seven days a week
- Payment required 24 hours a day, seven days a week
- No student parking 2 a.m. - 4 p.m., Monday - Friday, 2 a.m. - 4 a.m., Saturdays and Sundays
- No motorcycle parking permitted at any time

ACCEPTED FORMS OF PAYMENT:

- Major credit cards (Visa, MasterCard, Discover)
- U.S. Cash (No bills larger than \$20)
- U.S. Coins

PERMIT ACCESS:

- Yellow A permits valid 24 hours a day, seven days a week (Red A, Green Y, and Yellow Z permits valid through June 30, 2021)
- All faculty/staff and visitor permits valid 4 p.m. - 7:30 a.m., Monday - Friday, and all day on Saturdays and Sundays.
- All student permits valid 4 p.m. - 7:30 a.m., Monday - Friday and all day on Saturdays and Sundays, except between 2 a.m. - 4 a.m.
- License plate recognition will allow entry and exit for permit holders; if plate information is not correct, scan permit barcode at any in-lane machine to enter or exit.
- If parked during any time when the permit is not valid, the hourly rate for that time will be calculated and will be due by credit card payment when scanning the permit to exit. No student parking is permitted during unauthorized hours.

ATTACHMENT A

HUB PARKING DECK

**Location:**

Shortlidge Road

NEARBY POINTS OF INTEREST:

HUB-Robeson Center, South and Pollock residence halls, White Building, Grange Building, Boucke Building, Osmond Lab, Davey Lab, Henderson Building, Nursing Sciences Building, McAllister Building, Old Main, Downtown State College

CAPACITY:

371 spaces

CLEARANCE:

7' 0"

VISITOR ACCESS:

- Parking available seven days a week
- Payment required 24 hours a day, seven days a week
- No student parking 2 a.m. - 4 p.m., Monday - Friday, 2 a.m. - 4 a.m., Saturdays and Sundays
- No motorcycle parking permitted at any time

ACCEPTED FORMS OF PAYMENT:

- Major credit cards (Visa, MasterCard, Discover)
- U.S. Cash (No bills larger than \$20)
- U.S. Coins

PERMIT ACCESS:

- Yellow C permits valid 24 hours a day, seven days a week
- All faculty/staff and visitor permits valid 4 p.m. - 7:30 a.m., Monday - Friday, and all day on Saturdays and Sundays.
- All student permits valid 4 p.m. - 7:30 a.m., Monday - Friday and all day on Saturdays and Sundays, except between 2 a.m. - 4 a.m.
- Scan permit barcode at any entrance machine to enter and at any exit machine to exit.
- If parked during any time when the permit is not valid, the hourly rate for that time will be calculated and will be due by credit card payment when scanning the permit to exit. No student parking is permitted during unauthorized hours.

ATTACHMENT A

Nittany Parking Deck



LOCATION: Fischer Road

NEARBY POINTS OF INTEREST:

Nittany Lion Inn, Rec Hall, Pattee/Paterno Libraries, Music and Theater Buildings, Pasquerilla Spiritual Center, Eisenhower Chapel, Cafe Laura (Mateer Building), Ford Building, Kern Building, West Residence Halls

CAPACITY:

1,329 spaces

CLEARANCE:

6' 8" (levels 1 - 5), 6' 6" (roof access)

AMENTITIES:

Three (3) Level II electric vehicle (EV) charging stations (can accomodate up to five vehicles at once - one is ADA parking only)

VISITOR ACCESS:

- Parking available seven days a week
- Payment required 24 hours a day, seven days a week
- No student parking 2 a.m. - 4 p.m., Monday - Friday, 2 a.m. - 4 a.m., Saturdays and Sundays
- No motorcycle parking permitted at any time
- Head-in parking only

ACCEPTED FORMS OF PAYMENT:

- Major credit cards (Visa, MasterCard, Discover)
- U.S. Cash (No bills larger than \$20)
- U.S. Coins

PERMIT ACCESS:

- Green B permits valid 24 hours a day, seven days a week.
- All faculty/staff and visitor permits valid 4 p.m. - 7:30 a.m., Monday - Friday, and all day on Saturdays and Sundays.
- All student permits valid 4 p.m. - 7:30 a.m., Monday - Friday and all day on Saturdays and Sundays, except between 2 a.m. - 4 a.m.
- Scan permit barcode at any entrance machine to enter and at any exit machine to exit.
- If parked during any time when the permit is not valid, the hourly rate for that time will be calculated and will be due by credit card payment when scanning the permit to exit. No student parking is permitted during unauthorized hours.

APPENDIX B

Penn State University – University Park
PARCS Upgrades - RFP for Consultant Assistance
Penn State Project Number 00-08331.00

Parking Deck	Not-To-Exceed Fee for Basic Services (\$) (A)	Not-To-Exceed Fee for Reimbursable Expenses (\$) (B)	Total Not-To-Exceed Fee (\$) (A + B)
East Parking Deck			
Nittany Parking Deck			
HUB Parking Deck			
West Parking Deck			
Red K (ARL) Parking Lot Gates			
Pollock Road Gates			