



**Ogden City Corporation**  
**Request for Proposal**

**Parking Management & Enforcement Services Utilizing Passport Inc. Systems**

**Q & A**

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1. Please provide the staffing hours for enforcement staff that the City is requesting
  - a. We are recommending to the mayor the hours of enforcement as 8am-8pm Mon- Sat. Sundays and holidays are free to park.*
2. Will the contractor be utilizing existing Passport citation hardware and software or should we include these costs in our Cost Proposal?
  - a. The selected vendor will be utilizing existing Passport citation hardware and software.*
3. What is the number of on-street and off-street (lots/garages) parking spaces?
  - a. We have roughly 1,973 lots and garages for phase 1 managed parking. This number can decrease if administration removes some of the proposed 2 hour on street locations.*
4. Will the City provide an office space for use by the contractor and its employees for this service?
  - a. This is to be determined depending on how much office space the selected vendor will need.*
5. Who is currently providing the enforcement services for the City?
  - a. We have 2 parking enforcement officers that work for Ogden Police Department.*

6. What Passport Systems will the contractor be required to manage?
  - a. Citations, permits, back office, and customer service*
7. Please confirm the citation issuance and management system currently being used.
  - a. T2- Upsafety*
8. Can the City clarify if enforcement is to be conducted via standing enforcement officer foot patrols or mobile vehicle patrols? If standing, what team size do you expect to need?
  - a. Mobile LPR will mostly be used. In some cases, the officer will need digital chalk certain stalls like ADA or when the mobile LPR doesn't read the license plate. We are hoping the vendor can recommend the size of the team needed.*
9. Can the City clarify the number of hours it expects this contract to require (hours per shift)?
  - a. We are recommending to the mayor hours of enforcement of 8am- 8pm Mon- Sat. Sundays and holidays are free to park.*
10. Can the City provide a map of on-street and off-street paid parking areas?
  - a. The proposed map of phase 1 is posted. Please note some of the proposed 2 hour parking locations may change.*
11. Regarding the proposal deliverables, page 19. To confirm, is the City looking for specific software to facilitate these deliverables, or is the proponent required to perform these duties with the City's existing Passport Software licenses?
  - a. The proponent is required to perform these duties with the City's existing Passport software licenses.*
12. Please confirm who is paying for the new pay stations?
  - a. Ogden City will be paying for the new pay stations*

13. Will the parking operator be asked to finance any of the parking equipment for the City (meters, LPR, other)?

*a. The city would ask vendors to finance or bring mobile LPR and vehicles and additional handhelds if needed*

14. Please confirm the number of metered spaces for the on-street parking program?

*a. Roughly 340 on street parking stalls, 386 parking stalls in the Electric Alley parking lot*

15. Are there any non-metered parking spaces the parking operator will be expected to manage/enforce?

*a. Yes, there will be areas in downtown that will be time based that will need to be enforced.*

16. Is there expected to be a resident parking permit zone, if so, how many spaces/permits?

*a. Yes, there are resident parking and we issue roughly 200 permits a year*

17. How many permits is the City currently issuing and what is the cost for each permit type?

*a. We currently issue 650 business permits at no cost for businesses that are located on the North side of 25<sup>th</sup> St, we issue 700 Ogden City Employee permits at no cost, 200 residential permits \$20.00 initial set up cost then \$10 to renew each year*

18. Has the City entered into an agreement with Passport for any of the services referenced in the RFP or will the parking operator be expected to enter the agreement with Passport? If the City has entered into the agreement with Passport, can you please provide a copy of the contract?

*a. The city is in the process of getting the contract signed. The parking operator will not be expected to enter into the agreement. Once the contract is executed and attested by the City recorder's office you can obtain a copy through the City recorder's office VIA a GRAMA request.*

19. Will the parking operator be expected to include parking-related expenses in our budget that the City has entered into direct contracts with the equipment/service provider? If so, please provide the annual expenses we need to account for in our annual budget.

*a. No, the proposed annual budget for the parking operation should only include costs that are directly managed or incurred, such as staffing, customer service, enforcement, etc. The operator could include a reference section or appendix with a budget template showing City-managed costs for context only.*

20. Please confirm if this will be a management agreement (approved reimbursed expenses plus the operators management fee) or if the City is going to entertain alternative agreements such as revenue shares or lease agreements?

*a. This will be a management agreement. Approved reimbursed expenses plus the operators management fee.*

21. Will the parking operator be responsible for collecting parking citations or will the City's municipal court be responsible for collecting payments for parking citations?

*a. The parking operator will not be responsible for collecting parking citations.*

22. Will the City be responsible for the snow removal and portering services in the parking garages?

*a. The city will be responsible for these items*

23. For phase 1 of the managed parking, what percentage will be paid vs free?

*a. Around 70% of parking will be paid in phase 1. Which includes the Wonderblock East parking garage which has 801 parking stalls. Around 30% will be paid if the Wonderblock East garage is excluded.*