



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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August 10, 2016

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Deputy Executive Director, Operations

RE: Request for Information (RFI) for Parking Management Technology for MTC  
Commuter Parking Facilities

Dear Provider:

The Metropolitan Transportation Commission (MTC) is seeking responses to a Request for Information (RFI) regarding a project to provide parking management services for Commuter Parking Facilities including applicable technology. Feedback and comments on any aspect of this RFI are welcomed from all interested individuals, public, private, and academic entities. All responses will be evaluated against MTC's future Commuter Parking program plans, after which MTC intends to issue one or more formal Requests for Proposals (RFP) for the procurement of a contract for any or all of these and other services. You may download a copy of the RFI from MTC's website at: <http://procurements.mtc.ca.gov>.

Your decision to participate or not to participate in this RFI process will not impact (positively or negatively) MTC's consideration of any proposal you may submit in response to any resulting RFP.

MTC may contact responders to discuss the responses, questions, and comments provided in response to this RFI.

#### **RFI Participation and Response Due Date**

Interested responders are asked to provide the information requested in IV. Requested Information of this RFI. To ensure that your comments are considered, they must be received no later than **Friday, September 2, 2016 at 4:00 p.m.** All responses relating to this RFI should be submitted electronically to the email address below.

*MTC Point of Contact*  
Michelle Go, MTC Project Manager  
E-mail: [mgo@mtc.ca.gov](mailto:mgo@mtc.ca.gov)

Thank you for your interest.

Sincerely,

  
Melanie Crotty  
Operations Director

**REQUEST FOR INFORMATION**  
**Parking Management Technology for MTC Commuter Parking Facilities**

**I. Introduction**

MTC is the transportation planning, coordinating, and financing agency for the nine-county San Francisco Bay Area. The San Francisco Bay Area includes counties bordering the San Francisco Bay: Alameda and Contra Costa Counties in the East Bay; Marin, Napa, Solano, and Sonoma Counties in the North Bay; San Francisco and San Mateo Counties on the Peninsula; and Santa Clara County in the South Bay. The region has nearly 20,000 miles of local streets and roads, over 1,400 miles of highway, and over two dozen transit agencies. More than 7 million people live within its 7,000 square miles.

**II. MTC Commuter Parking Facilities**

MTC, in partnership with the California State Department of Transportation (Caltrans), is looking into opportunities to improve existing State-owned commuter parking facilities or to create new ones on Caltrans airspace parcels by or under freeways. The goal is to create commuter parking opportunities for commuters to park and share a ride via transit, carpooling, or vanpooling in the Bay Area. This Commuter Parking Initiative complements other major corridor initiatives that MTC and other agencies are undertaking, including the Bay Area Express Lanes, West Grand Avenue, Access and Mobility Improvements, Bay Bridge Forward and Transit Core Capacity. These initiatives will improve travel time reliability for carpools and transit and are expected to increase the demand for commuter parking.

MTC plans to initially develop three sites located at I-880 and Fruitvale Avenue in Oakland, I-880 and High Street in Oakland, and I-80 and Buchanan Street in Albany for its Phase 1 sites. Pending additional funding, MTC plans to develop three other sites and operate and maintain an existing State-owned lot. All of these sites are described further in Attachment A. If these sites prove successful, MTC may look to develop additional lots and/or operate and maintain other existing State-owned lots in the future.

To facilitate the commuter experience, MTC plans to incorporate various parking technologies and strategies, including real-time parking availability, mobile parking payment, and space reservations. MTC also plans to offer a mix of monthly reserved spaces for regular commuters and spaces paid on a daily basis for others. These strategies are intended to offer reliability, flexibility, information, and ease to commuters and remove barriers to sharing a ride or taking transit. Additionally, MTC intends to use the parking fee revenues to ultimately cover the operating and maintenance cost of the lots, including security and these technologies.

By late summer/early fall, MTC plans to begin the design and environmental process which is expected to take approximately six months. MTC is conducting this RFI to incorporate parking management components into the design and environmental process. To minimize construction, MTC would like to install a parking management system that requires minimal infrastructure, such as a cashless (i.e. mobile) payment system. Following environmental clearance and approval of

plans, MTC would develop an invitation for bid for the construction of the lots, and also a Request for Proposal (RFP) for the parking management, including installation, operation and maintenance of any equipment. MTC would expect the parking management operator to be responsible for the management of all vendors and integration of parking management components.

### **III. Purpose of RFI**

The purpose of this RFI is to gather industry input on parking management technology, including real-time availability and payment technology, with the following objectives in mind:

1. Determine the level of interest from potential bidders in responding to a formal RFP solicitation(s);
2. Evaluate the various technologies and services that are available to provide these services; and
3. Apply industry input in response to the RFI to inform any future RFP.

With input from this RFI, MTC intends to release a RFP to meet these future needs.

### **IV. Requested Information**

**Responses to this RFI should include the following:**

**a. Cover Letter (max 1 page)**

Cover Letter should include a brief description of your company, key principals and their credentials, and all contact information including name, address, phone number, and email address.

**b. Qualifications (max 3 pages)**

Provide a brief summary of your qualifications for responding to this RFI as well as any services or technologies related to the goals of the RFI. Your response should include a concise but thorough description of existing services/products and technologies, as well as any development and product roadmap information that you are willing to disclose at this time. If applicable, describe experience working with public agencies, particularly any type of standalone park-and-ride lots or commuter parking serving transit stations.

**c. RFI Questions (max 2 pages for each component recommended)**

For the commuter parking facilities proposed (listed in Attachment A), please suggest the systems/technologies that should be considered for the parking management component listed below, and explain why they are recommended (more than one system/technology may be recommended). MTC is particularly interested in cashless/mobile parking management systems that require minimal infrastructure and construction. Recommendations could include technologies that address several parking management components, or individual technologies for each component, and they should consider lot size, implementation requirements, and overall system scalability. Please make recommendations for the three Phase 1 sites, but also make recommendations in consideration of the other identified sites in Attachment A.

For each system/technology recommended, please address all General Questions. Respondents may also address additional questions about particular parking management components as listed in Specific Questions.

### **Parking Management Components**

- Real Time Availability Information
- Mobile Parking Payment
- Parking Space Reservation
- Enforcement/Security

### **General Questions for Each Parking Management Component (Please answer all questions for each recommended technology, as applicable)**

1. What parking management component(s) does your technology address?
2. Infrastructure: Are there infrastructure requirements for the construction, installation and operations of the technology? What would MTC need to include in the design and at what phase of the design process, taking into account installation, electricity, and/or communications requirements? What is the projected lifecycle of the equipment and how often does it need to be replaced? Are there vandalism risks and what can be done to minimize such risk?
3. Operations and Maintenance: What are the operations and maintenance requirements for the technology? What type of assistance is offered when there are issues with the technology?
4. Costs: What are the estimated capital and annual operations and maintenance costs? What is assumed in these costs? If you provide both equipment purchase and lease options, please provide the different cost estimates.
5. Customer Service: How do you assist customers when your technology doesn't work or they don't understand how to use it? Do you recommend attendants on site to troubleshoot issues? If available, provide any user experience/customer satisfaction survey data with the technology.
6. Performance: What are your system uptime statistics? What are the most common reasons for system downtime?
7. Experience with Technology: What is your firm's experience with the technology, either in developing, implementing, or operating the system? Do you have preferred vendors/technology partners? Describe your experience working with parking operators (as a vendor) or with vendors (as an operator). Where have you deployed these systems (note experience with public agencies in particular if applicable), and what are their successes and shortcomings?

### **Specific Questions for Particular Parking Management Components (Please answer as applicable)**

1. **Real-Time Availability:** How accurate is the technology for real time availability information, and what affects it? How often is the status reported or updated? What are the reporting options (live data and historical occupancy patterns) and what experience do you have with disseminating such data to the public? Additionally, MTC wants to receive availability information according to its specifications to be able to disseminate via 511.org, which is a regional transportation information portal that MTC operates. Do you have experience developing to different specifications?
2. **Parking Payment:** Do you have experience implementing secure cashless/mobile payment as the only option for a lot? What are the pros and cons of doing so? What reporting options could you provide on payment data (i.e. number of daily users by day, number of monthly users, etc.)?
3. **Enforcement:** MTC plans to have a combination of both daily unreserved and monthly reserved spaces. What are the recommended technologies/strategies for enforcing daily and monthly parking? Are there challenges for enforcing these state-owned lots, operated and maintained by MTC, that are located in different jurisdictions?
4. **Other:** What other information would you need from MTC? What would make this a project you would want to work on?

**Information shared during the meetings/written responses shall not bind MTC in any manner. Official minutes of the meetings will not be taken or distributed. Any written materials submitted in response to this RFI are subject to public inspection under the California Public Records Act (Government Code Section 6250 et seq). See Section VII. B, Public Records.**

## **V. RFI Participation**

**Electronic copies of the requested information should be submitted electronically via email to the MTC Project Manager.** MTC may contact responders to schedule a meeting to discuss the responses, questions, and comments provided in response to this RFI.

## **VI. Tentative Schedule**

The tentative schedule of the RFI process is as follows:

- Monday, August 22, 2016: deadline for questions related to information contained in this RFI (All questions regarding this RFI should be submitted to the MTC Project Manager by the deadline for questions.)
- Friday, September 2, 2016 at 4:00 p.m. (PDT): deadline for RFI response submission
- September 19 through September 30: Follow-up Meetings (scheduled meetings or conference calls with respondents)

All responses relating to this RFI should be submitted electronically to the email address below no later than the deadline for RFI response submission.

Michelle Go, MTC Project Manager  
mgo@mtc.ca.gov

The tentative schedule for the resultant RFP(s) will be advertised separately. Respondents to this RFI are encouraged to visit <http://procurements.mtc.ca.gov/> to register its organization in the MTC vendor/consultant database. When the RFP resultant of this RFI or any procurement for an area of service your entity provides is issued, you will be notified via email. On that website you will also find a list of current, upcoming, and awarded contracts.

The RFI and RFP tentative schedules may change without prior notification to the vendors.

## VII. General Conditions

- a. This RFI does not commit MTC to award a contract or to pay any costs incurred in the preparation of a response to this RFI.
- b. Public Records

This RFI and any material submitted in response to this RFI are subject to public inspection under the California Public Records Act (Government Code § 6250 *et seq.*), unless exempt by law. Other than proprietary information or other information exempt from disclosure by law, information submitted to MTC will be made available for inspection consistent with the California Public Records Act.

If a Respondent believes any content submitted contains trade secrets or other proprietary information that the respondent believes would cause substantial injury to the respondent's competitive position if disclosed, the respondent may request that MTC withhold from disclosure such proprietary materials by marking each page containing proprietary information, as confidential and shall include the following notice at the front of its response:

“The data on the following pages of this response, including financial information submitted under Section \_\_\_ of this RFI marked along the right margin with a vertical line, contain technical or financial information which are trade secrets and/or which, if disclosed, would cause substantial injury to the respondent's competitive position. The Respondent requests that such data be used for review by MTC only, but understands that exemption from disclosure will be limited by MTC's obligations under the California Public Records Act. [List pages].”

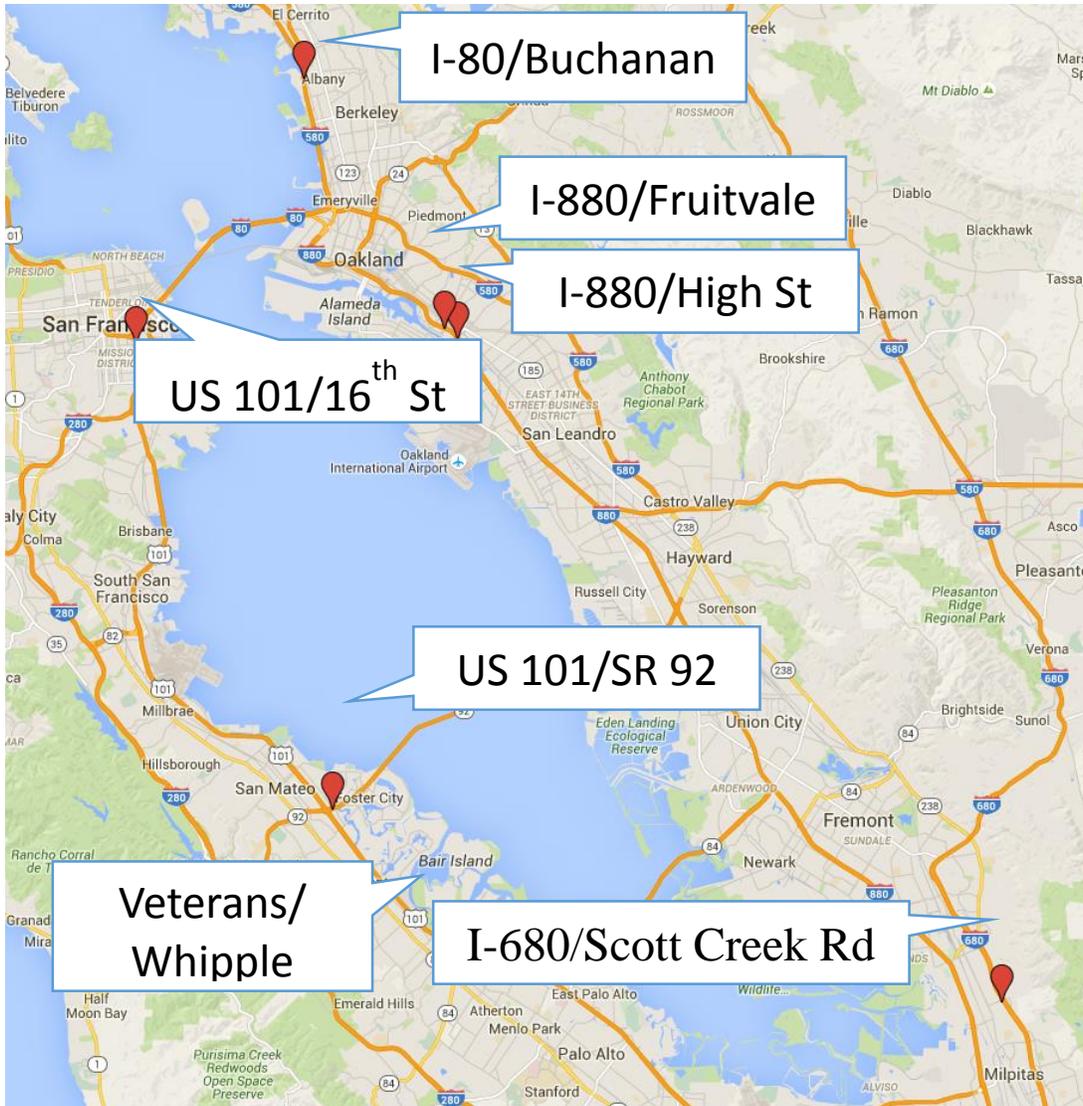
Failure to include this notice with relevant page numbers shall render any “confidential/proprietary” markings inadequate. Individual pages shall accordingly not be treated confidentially. **Any language purporting to render the entire response confidential or proprietary will be regarded as ineffective and will be disregarded.**

In the event properly marked data is requested pursuant to the California Public Records Act, the Respondent will be advised of the request. If the response requests that MTC withhold such data from disclosure and MTC complies with the Respondent's request, the Respondent shall assume all responsibility for any challenges resulting from the non-disclosure; indemnify and defend MTC and

hold it harmless from and against all claims, legal proceedings, and resulting damages and costs (including but not limited to attorneys' fees that may be awarded to the party requesting such information); and pay any and all costs and expenses relating to the withholding of the Respondent information. Respondent shall also be responsible for providing a redacted version of their submittal.

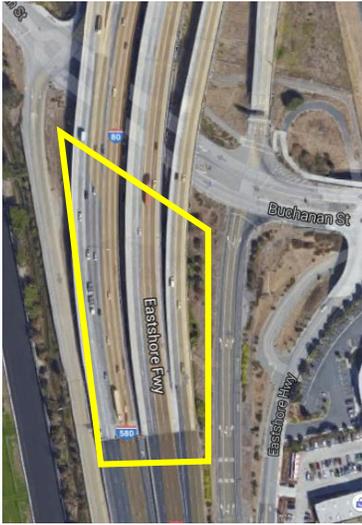
If the Respondent does not mark each page containing proprietary information as confidential, does not include the statement described above at the front of its response, and/or does not request that MTC withhold information marked as confidential and requested under the California Public Records Act, MTC shall have no obligation to withhold the information from disclosure, and the respondent shall not have a right to make a claim or maintain any legal action against MTC or its commissioners, officers, employees or agents in connection with such disclosure.

**Attachment A**  
**Map of Sites**

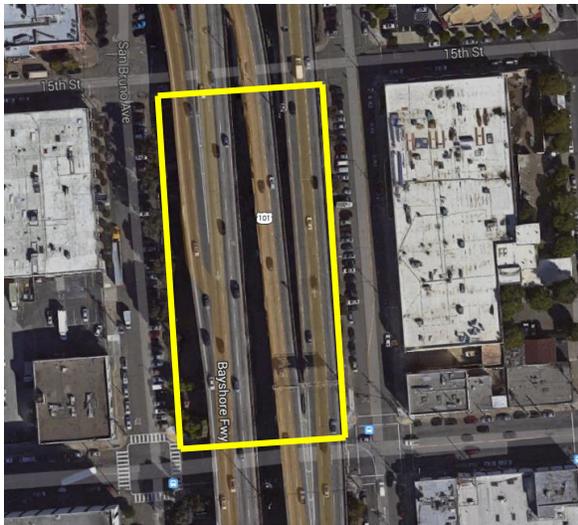
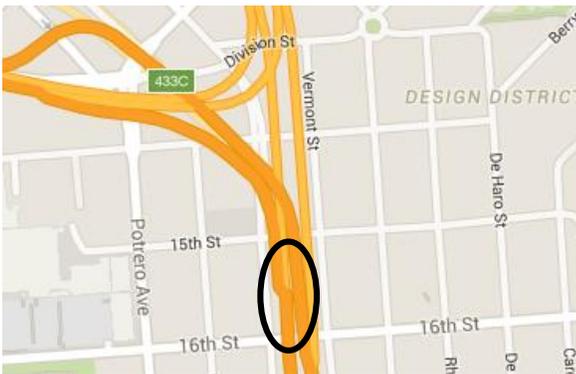




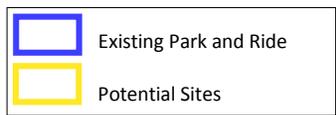
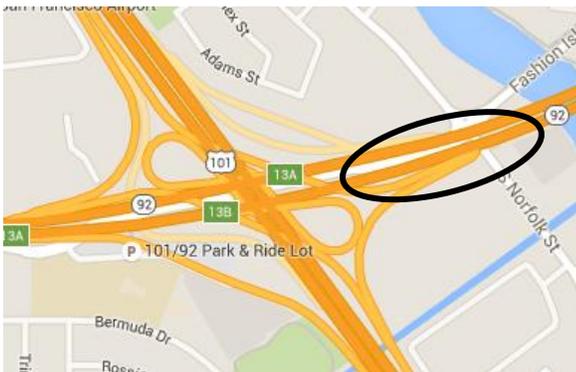
### I-80/Buchanan



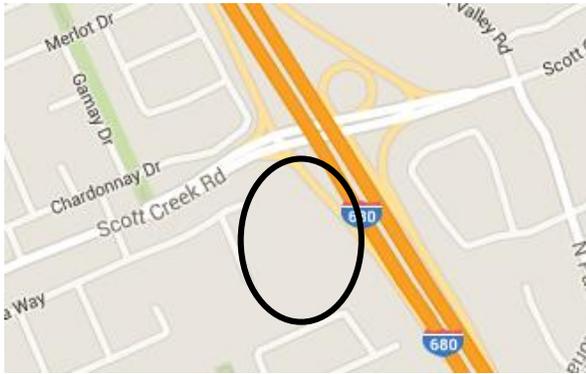
### US 101/16th St



### US 101/SR92



### I-680/Scott Creek Rd



### Veterans/Whipple

