



REQUEST FOR PROPOSALS (RFP-10-20)

Town of Surfside Beach Parking Management Plan

1. GENERAL

The Town of Surfside Beach (“The Town”) is requesting proposals from qualified individuals/firms with prior parking management experience for the purpose of managing the paid parking program. This includes; but is not limited to the reporting of pertinent information, the enforcement of parking regulations including issuance of citations to violators in the following areas:

- Bounded to the North by 17th Avenue North, to the West by Dogwood Drive, to the South by Melody Lane and to the East Dune Line (The Designated Area), and all other parking and enforcement operations and functions included in this RFP.

In addition, we would like to move from a parking meter program to a pay for parking app within the next three (3) years. The town may adjust the geographic locations for enforcement activities in its sole discretion.

The bid is for a four-year contract, subject to cancellation for any reason with 60 days’ notice, plus two one year extensions if approved by the Town of Surfside Beach Council.

The purpose of this Request for Proposals (“RFP”) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who can best meet the needs of the Town.

2. SCOPE OF WORK

As a part of and in providing the Services, the Company will be responsible for and focus on the following areas:

- a. Manage the Town-owned parking lots and paid street parking as described in: Attachment A., approximately 392 parking spaces. (Not including Pier Parking.)
 - Enforce parking regulations relating to beach access lots and other parking areas as designated by the Town. Enforcement activities can include either paper and/or electronic ticketing. The Town may adjust the geographic locations for enforcement activities in its sole and absolute discretion.
 - Install and manage Town-owned parking pay stations, meters, and any additional non-metered on-street parking spaces designated by the Town.
 - The Town reserves the right to adjust the number of parking pay stations, meters, and spaces in its sole and absolute discretion.
 - Create and implement a plan to update our meter process to a paid for parking app over the life of this contract. (Sooner rather than later.)
 - Establish designated patrol routes for Company enforcement officers and submit a copy to the Town designee.
 - Respond to requests from the Town to suspend or emphasize enforcement along certain roads or in certain areas.
 - The Town also reserves the right to temporarily suspend enforcement along any street, or in any zone, according to the needs of the Town. The Town will make every effort to provide the Company adequate notice concerning



REQUEST FOR PROPOSALS (RFP-10-20)

Town of Surfside Beach Parking Management Plan

- the location and duration of any such suspension or higher level of enforcement.
- Enforce parking regulations for special events, including but not limited to festivals, concerts, parades, marathons, etc.
- b. The Town will purchase and own all parking pay stations and meters.
- The contractor must maintain professionally accepted standards including maintenance and repair.
 - Where a machine must be replaced, contractor must report promptly to the Town and make backup options available.
 - The contractor will maintain pay station and meters until app capability.
- c. Automated parking machines should be used for revenue collections where practicable:
- The machines must print receipts or other proof of payment for customer's records and citation disputes (though not necessarily for display and enforcement).
 - Machines must clearly list instructions for use.
 - The machines must be coated to protect from salt air.
 - Machines must be disconnected and brought inside prior to storms.
- d. Issue citations for vehicles parked without a decal or proof of payment.
- e. Clean and maintain the accessibility of all parking lots listed in Attachment A
- At least once per year, contractor must make full site assessment and provide the Town with the information needed to upgrade all parking space numbers, ropes, space dividers, verify available number of spaces, and assess parking machines.
 - A full report of needed machines should be submitted to the Town in January of each year.
 - Contractor will be responsible for maintenance items, and must submit a monthly report to the Town of all repairs needed. Major expenses should be reported to the Town in January of each year for budgeting.
- f. Contractor will provide monthly profit and loss report to the Town Finance Director detailing revenues separated between meters and pay stations.
- All contractor related expenses shall also be detailed to arrive at month end net profit or loss and parking expenditures for review.
 - Contractor will also provide a monthly bank deposit report.
- g. Contractor shall consider ways to generate revenue including promoting under-used spaces, maximizing available spaces in a given lot, and seasonal pricing. All pricing subject to limits set by the Town in the contract. Ideas may be considered during the bid evaluation if described in the proposal.
- h. All parking lots or spaces are subject to temporary closure by the Town at any time. Contractor has no expectation that all spaces will remain available at all times throughout the contract.
- i. The Town will provide office space and a golf cart.



REQUEST FOR PROPOSALS (RFP-10-20)

Town of Surfside Beach Parking Management Plan

3. OTHER REQUIREMENTS OF THE CONTRACTOR

- a. Require all employees involved with issuance of citations, collection or handling of money, or appeals of parking citations to undergo criminal background checks and drug testing to be conducted by the parking contractor. All background checks and drug test results shall be submitted to the Human Resources Department.
- b. Ensure that all employees engaged in above activities undergo a training program.
- c. Maintain liability insurance with the Town of Surfside Beach as a named insured in the amount of two million dollars.
- d. Carry worker's compensation insurance.
- e. Maintenance of state and local licenses necessary to operate a business in the Town of Surfside Beach.
- f. Indemnify and hold the Town of Surfside Beach harmless for any and all claims arising out of its operation of the parking lots and performance of its duties under this contract.
- g. Comply with all applicable federal, state and local laws, ordinances and regulations.
- h. Contract may be canceled by either party for any reason with 60 days' notice.

4. PROPOSAL PROCESS

- a. Bid packets can be picked up at the Front Desk of Town Hall, 115 U.S. 17 Highway N. SC 29575 or available at www.surfsidebeach.org.
- b. Questions may be submitted in writing and directed to William P. Shanahan Jr., Administrator, Wshanahan@surfsidebeach.org.
- c. Proposals must be received by 3:00 p.m. EST November 23, 2021.
 - Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.
 - Proposals must be clearly labeled RFP 10-20, Town of Surfside Beach Parking Management Plan. Sealed proposals may be hand-delivered to 210 Highway 17, S., Surfside Beach, SC 29575 or emailed to Wshanahan@surfsidebeach.org.
- d. Each company shall submit the following documents with the proposal:
 - i. Oath of Non-Collusion (form in bid packet) signed by a principal of the firm or an officer authorized to bind the corporation.
 - ii. Qualifications to meet the Town's objectives. This shall include the size of the firm, office location from which the service is being performed and a list of project personnel and equipment available.
 - iii. Citation and enforcement plan.
 - iv. Prior work performed, including names of prior and current clients, number of lots and spaces managed for named clients, written policies for employees, and number of years operating in the field.
 - v. Indicate and list any pending legal actions.



REQUEST FOR PROPOSALS (RFP-10-20)

Town of Surfside Beach Parking Management Plan

- vi. Financials: Latest audit or financials filed with most recent tax return.
- vii. Letter from Surety Company indicating bonding capabilities.
- viii. Contact information for two professional references.
- ix. Cost Form: all costs must be itemized to include an explanation of all fees and costs. Cost forms will be provided with the bid packets.
- x. Outsourcing Statement: if your organization must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Costs should be all-inclusive to include any outsourced or contracted work. Any proposals that call for outsourcing or contracting work must include a name and description of the organization being contracted.

e. The proposals will be opened at 3:30 p.m. on November 23, 2021. All submitters are invited to be present or send a representative. Under the provisions of the Freedom of Information Act, all proposals, excluding pending legal actions and financial statements, will become public information.

f. Evaluation of proposals will be conducted from November 23 through December 19, 2021.

g. Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Town of Surfside Beach. This will include scope, budget, schedule, and other necessary items pertaining to the project. This request does not commit the Town to the award of a contract, or to pay any costs incurred in the preparation for a response to this request.

5. PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated using, but not limited to, the following criteria. The Town reserves the right to reject, in whole or in part, any proposal submitted which the Town believes would not be in its best interest. The Town also reserves the right to reject all proposals. To ensure consideration for this Request for Proposals, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- Projected cost and revenue and division thereof between the contractor and the Town.
- Previous work: bidders will be evaluated on examples of their experience, qualifications, and references. The Town will give preference to firms normally engaged in performing the type of work specified.
- Work management plan, including personnel, equipment, and resources available.



REQUEST FOR PROPOSALS (RFP-10-20)

Town of Surfside Beach Parking Management Plan

Attachment A: Town of Surfside Beach Paid Parking Lots
***Space Counts are approximate and must be verified by bidder**

Surfside Beach Lots		
Location	Paid Spaces	Current
Melody Lane	13	Pay Station
13 Ave S Street End	13	Pay Station
13 Ave S on Street	36	Meter
6 th Ave S	15	Pay Station
5 th Ave S	30	Pay Station
4 th Ave S	21	Pay Station
3 rd Ave S	26	Pay Station
Yaupon	83	Pay Station (2)
Surfside Drive	30	Pay Station
3 rd Ave N	37	Pay Station
4th North	14	Meter
6 th Ave N	29	Pay Station
Ocean Blvd 7 16 th Ave N	45	Meter
		-
Total	392	Total Spaces

Metered spaces	95	Meter
Pay Station Spaces	297	Pay Station
Total Spaces	392	Total

Equipment		
Meters	99	Have 4 spare
Pay Stations	12	Have 1 spare

Surfside Pier/Surfside Dr. *	52	Pay Station
* Currently closed Open in 2022 or 2023 Use 2 Pay Stations Number of Spaces may change after construction		



TOWN OF SURFSIDE BEACH

Vendor Name: _____

Non-Collusion Oath

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Bidder herein, his agents, servants, and/or employees, to be best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder, or themselves, to obtain information that would give the Bidder an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Bidder, or themselves, to gain any favoritism in the award of the Contract herein.

Authorized Signature for Vendor

Sworn to and Subscribed before me

this ____ day of _____, 2018

Notary Public in and for South Carolina
My Commission Expires: