



Request for Proposal/Qualifications

**Downtown Parking  
2023: Addendum No. 2**

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*City of St. Joseph  
700 Broad Street  
St. Joseph, MI 49085*

## Addendum No. 2

**Date:** 03/27/23

The following addendum is being provided to respond to questions asked by consultants interested in submitting a proposal for the **Downtown Parking 2023 RFP** and shall be included as part of the Contract Documents.

### **THE RFP CLOSING DATE AND TIME REMAINS APRIL 4, 2023 AT 3PM.**

#### **Consultant Questions & City Responses**

1. **Question:** Does the City contract with any vendors for parking related services, including permit management or parking citation processing?

**Response:** The City currently contracts with Traffic and Safety for pay stations, Passport for mobile pay and Tannery Creek for parking citations.

2. **Question:** Does the City have existing inventory, maps, or graphics of the parking assets/spaces within the areas listed in Section 5, and/or depicted in Appendix A, of the RFP?

**Response:** No, although there is more detailed inventory information available in the Downtown Vision Master Plan.

3. **Question:** Is the City interested in parking inventory maps and parking data collection and occupancy metrics?

**Response:** As part of the Downtown Vision Master Plan, a consultant conducted a parking inventory, observations and survey. While the scope of this RFP is not seeking anything in addition to the work already completed, the City is open to including other data collection and metrics in the scope of this work as the consultant deems necessary to meet the project objectives.

4. **Question:** Does the City utilize License Plate Recognition (LPR) technology, including for parking enforcement?

**Response:** Yes.

5. **Question:** What is the estimated timeline of the project?

**Response:** There is no specific timeline required by the City. As part of the proposal, the consultant is encouraged to leverage their own experience and expertise to make suggestions, including about the timeline to complete this work.

6. **Question:** What is the estimated budget of the project?

**Response:** There is no specific budget amount for this work at this time. The budget for this work – along with a number of other initiatives – is expected to come from a budget allocation to the DDA intended to implement recommendations coming out of the Downtown Vision Master Plan.

7. **Question:** How many copies of the RFP would you like sent on April 4?

**Response:** Please provide three copies of the proposal in addition to a digital copy.

8. **Question:** Please clarify if the City desires more than one copy of the proposal and the preference on binding (staple, 3-ring binder, ring-bound, etc.)

**Response:** Please provide three copies of the proposal in addition to a digital copy. The City does not have a preference for binding.