



# REQUEST FOR PROPOSALS / REQUEST FOR QUOTES

PAID PARKING REVIEW AND  
IMPLEMENTATION

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# Request for Proposals / Request for Quotes: Paid Parking



## Subject:

Request for Proposal (RFP)/ Request for Quote (RFQ) for Municipal Paid Parking Study and Services

## Purpose:

The purpose of this RFP/RFQ is to select a vendor who can design, implement, and manage a modern paid parking system that aligns with our objectives of improving parking efficiency, enhancing the overall parking experience, and generating sustainable revenue for the City of Grand Haven.

## Background:

We are seeking proposals from qualified and experienced companies to provide a comprehensive paid parking study with options for implementation, for the City of Grand Haven.

The City parking has been broken down into seven (7) zones for the purpose of this RFP/RFQ:

- Zone 1 – Beach – 115 Spaces
- Zone 2 – Waterfront – 271 Spaces
- Zone 3 – Peerless Flats – 246 Spaces
- Zone 4 – Downtown – 552 Spaces\*
- Zone 5 – Centertown – 121 Spaces\*
- Zone 6- East-town – 23 Spaces\*
- Zone 7 – Lake Avenue – 24 Spaces

\* Although all zones should be considered during the parking study, only Zones 1, 2, 3, and 7 should be addressed in any implementation plans.



Release Date: Nov. 21, 2023



Submission Date: Feb 7, 2024

### Submit Proposals to:

City Clerk's Office &  
Timothy Price, Assistant City Manager



City of Grand Haven  
519 Washington Avenue  
Grand Haven, MI 49417



[citymanager@grandhaven.org](mailto:citymanager@grandhaven.org)  
[clerk@grandhaven.org](mailto:clerk@grandhaven.org)

## Scope of Work:

The selected vendor will be responsible for the following:

### 1. Design and Implementation:

- Conduct a thorough assessment of our current parking infrastructure and propose an efficient parking management system that includes parking meters, payment kiosks, mobile payment options, and any necessary hardware or software.
- Develop a user-friendly mobile application and website to facilitate parking reservations, payments, and real-time parking availability information.
- Install and configure the proposed parking equipment and integrate it with the central management system.
- Provide training to City staff on the operation and maintenance of the parking system.

### 2. Operations and Maintenance:

- Perform regular maintenance and inspections of parking equipment to ensure optimal functionality and reliability.
- Handle customer support inquiries related to the paid parking system promptly and efficiently.
- Monitor parking utilization and revenue collection, providing regular reports and analytics to the Grand Haven City Manager's Office.
- Implement efficient enforcement measures to address parking violations and ensure compliance with parking regulations.

### 3. Revenue Management:

- Provide accurate and transparent financial reporting, including revenue tracking, fee collection, and auditing.

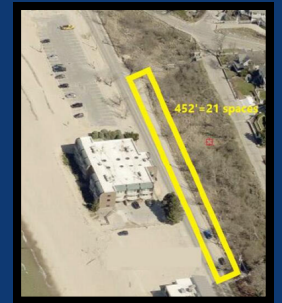
## Proposal Submission:

Interested vendors are asked to submit their proposals electronically in PDF format to [clerk@grandhaven.org](mailto:clerk@grandhaven.org) and [citymanager@grandhaven.org](mailto:citymanager@grandhaven.org) no later than 5:00pm February 7, 2024.

## Zone 1:

Beach / 115 Spaces

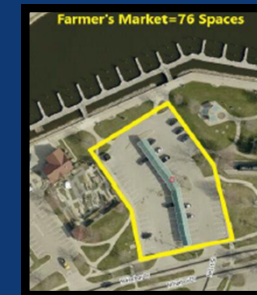
Harbor Dr from Entrance of State Park to Grand Ave.



## Zone 2:

Waterfront

Harbor Dr from Entrance of State Park North to the Farmers Market



### Zone 3:

Peerless Flats / 246 Spaces

First St, Fulton Ave, Second St,  
Interior City  
Lot



### Zone 4:

Downtown / 552 Spaces

Washington Ave, First St, Second St,  
Third St, City lots between Franklin and  
Columbus



### Zone 5:

Centertown / 121 Spaces

Washington Ave,  
Seventh from  
Washington to  
Elliot, City Lot



## The proposal should include the following:

### 1. Company Information:

- Overview of the vendor's experience and expertise in providing paid parking services.
- List of relevant projects completed, including references from previous clients.

### 2. Technical Proposal:

- Detailed description of the proposed paid parking system, including features, functionalities, and technology specifications.
- Implementation plan, timeline, and any associated costs.

### 3. Operational and Maintenance Plan:

- Outline of the vendor's approach to managing and maintaining the parking system.
- Customer support strategy, including response times and escalation procedures.

### 4. Financial Proposal:

- Pricing structure, including installation costs, ongoing maintenance fees, and revenue sharing arrangements.

## Evaluation Criteria:

The proposals will be evaluated based on the following criteria:

1. Experience and Qualifications
2. Technical Solution
3. Operational and Maintenance Plan
4. Financial Proposal

## Other Considerations:

- Preference will be given to proposals that require minimal infrastructure that may obscure scenery.
- Preference will be given to proposals that have proven a track record of success that can have the project completed in time for the start of the 2024 season.
- Recommended paid parking rates are \$1.50/hr in the months of May and October, and \$2.50/hr from June until September. Proposals should include a seasonal pass option, and other recommended options.
- Times for parking enforcement should be Monday through Sunday 9 AM to 9 PM.
- All proposals should consider that residents of the City of Grand Haven will be exempt from these paid parking charges.

## Important Dates:

- RFP/RFQ Issuance Date: Nov. 27, 2023.
- Submission Deadline: Feb 7, 2024.
- Vendor Presentations/Demonstrations: Feb. 19, 2024.
- Contract Award Announcement: TBD

We appreciate your interest in partnering with the City of Grand Haven for this project. Should you have any questions or require additional information, please reach out via email or phone.

Thank you for considering our request. We look forward to receiving your proposal.

Respectfully,

Timothy W. Price  
Assistant City Manager  
tprice@grandhaven.org  
Office: 616-935-3208

## Zone 6:

East-Town / 23 Spaces  
Washington Ave, Ferry St



## Zone 7:

Lake Ave / 24 Spaces  
Lake Ave Angle Parking

