



**The City of Lake Charles**  
**Request for Proposals for Parking Garage**  
**Management Services**

RFP #2024-05

Until

Wednesday, October 18, 2023

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## Introduction

The City of Lake Charles began renovating a parking garage that had not been used since 2005. With 524 Spaces and 7 floors ( $\pm 197,590$  SF), the garage is located on the north shore of Lake Charles and a short distance from downtown. The renovation began in 2022 and will be complete by January 2024. The improvements include a new two elevator car glass elevator tower on the south end of the structure facing the lake, stair tower replacements, new façade panels, all new electrical including aesthetic and functional led lighting.

The renovations project is to provide parking for the current and future lakefront development such as Port Wonder Museum and Crying Eagle Lakefront Brewery and future development potential with potential commercial buildout area on the first floor of the parking garage.

## Port Wonder

The City of Lake Charles is re-imagining a prime area of the City's waterfront into a family destination with an iconic new entertainment and education complex featuring the new Children's Museum of Lake Charles and the Louisiana Department of Wildlife and Fisheries' Science & Nature Center. The proposed site lies between the Cypress Alligator Pond habitat and a parking garage on City-owned property.

The new facility creates a STEM-based, hands-on interactive center coupled with an immersive, live-animal, Louisiana coast experience for all visitors. Children's Museum exhibits and galleries focused on technology, health and nature will be balanced with the Science Center's marsh and barrier island fish tanks, a touch tank, and several Gulf-specific exhibits. The site features outdoor play areas, a covered fishing pier and walking trails that connect to the existing alligator habitat. A 2019 feasibility study indicates over 100,000 guests per year alone from Port Wonder.

## Crying Eagle Restaurant and Brewery

Crying Eagle is a local Restaurant and Brewery that is currently under construction on the Lakefront immediately adjacent to the Parking Garage. The restaurant is over 22,000 sf and features two levels of restaurant patio space overlooking the lake and boardwalk. The development is scheduled to be complete mid-2024. Crying Eagle developers estimate over 225,000 guests per year.

## Future Lakefront Development

Soon after the opening of Port Wonder and Crying Eagle Brewery and Restaurant, the City of Lake Charles will go out for an RFP for development of the land immediately east of the renovated parking garage. This tract of land, known as the Pinnacle Tract, consists of approximately 9.2 acres bordering the Lake Charles waterfront on the south and Interstate 10 on the north. With roughly one thousand foot of water frontage and an equal amount of interstate frontage, the Pinnacle Tract is unmatched in visibility, accessibility, and aesthetics. The Pinnacle Tract was the former location of hotel and gaming facilities, which were heavily damaged by hurricanes Rita (2005) and Ike (2008). In 2011, the Pinnacle Tract was

donated to the City with a reservation for a sign servitude as well as a restriction prohibiting gaming. The newly renovated parking garage will be perfectly poised to service this future development.

## General Information and Submittal Instructions

The City of Lake Charles extends this Request for Proposal (RFP) seeking an operator to provide parking management services, security camera/technology, and aesthetic and operational recommendations for the parking garage under new management agreements to initiate on May 1, 2024.

The parking facilities management, equipment, and security upgrades will be finalized as part of this RFP process. This RFP is for an initial three-year management agreement (parking operator) vendor/bidder contract and parking equipment, technology, and security enhancements.

We are issuing an RFP, seeking one high-quality parking service provider (the bidder) supported by innovation, excellent customer service, and committed local senior management. Specific areas of desired expertise include operation, innovation, tenant retention, customer service, income maximization, technology, revenue control, security, and delivery of best-in-class customer service. We seek suggested parking rates, and operational recommendations to provide the optimum level of service and return on investment from these parking assets.

Please refer to the enclosed document and provide detailed information addressing how your firm will increase revenue, ensure the integrity of revenue, and how you will meet our customer service requirements.

This transparent and balanced process will obtain detailed information demonstrating the abilities of each bidder. We are interested in the Quality of response, not the Quantity of proposal. Consideration will be given to those bidders that can provide this information in a concise, complete manner within the fifty-page limit (all-inclusive) for your submittal. Brevity with Value is the preferred responsive format.

All contractors must understand that all communication from receipt of this RFP through its contract award is to be managed exclusively by the Planning Department via email at [planning@cityoflc.us](mailto:planning@cityoflc.us). The only exception allowed would be if a bidder(s) suspects the process is tainted or has an issue with the actions of the City of Lake Charles, our staff, or representatives. Any attempt to contact the City of Lake Charles unless initiated by the City staff will be grounds for disqualification.

**A. General Information**

1. Provide detailed revenue proforma based on your knowledge of the business and the local market.
2. Your suggestions/modification to the proposed method of operation of each location.
  - Any/all suggested self-park, valet, transient, flex, and monthly rate structure(s).
  - Facility revenue and cash control recommendations. Include amenities, ticket and sale control, credit card acceptance, and online programs to maximize revenues.
  - Recommended parking garage revenue and access control equipment, technology, valet technology, and operating procedures and method of operation.
  - Detailed repair, maintenance, and checklists for each responsibility. These lists should include sweeping and annual pressure washing.
  - Graffiti removal and any strategies to reduce graffiti, internal and external.
  - Your Approach to Customer Service and how you plan to serve the needs of tenants, prospective tenants, visitors, and tenants' employees.
  - Anticipated parking demand analysis versus project proposed supply
  - Anticipated annual income and expenses for all parking operations
  - Proposed technology requirements for payment, parking control, nesting, Valet service (if needed), and tenant validation systems
  - Proposed security equipment, procedures, operational changes, etc.
  - Provide written suggestions related to this specific garage and its challenges and best practices for maximizing parking availability and parking
  - Any unique advantages offered by your firm.
  - Conflicts or potential conflicts of all bidder-operated garage or surface lot parking within two blocks of the garages.
  - Detailed Transition and Equipment Installation plan

## Terms

The term of this contract will be approximately 3 years beginning 05/01/24 through 05/01/27.

## Schedule

The following is the schedule for this procurement:

<b>Activity</b>	<b>Due/Time</b>
Request for Proposals Issued	9/20/2023
Pre-Proposal Walkthrough	10/05/2023
Requests for Questions and Clarifications from Proposers are due	10/09/2023
Proposals are Due	10/18/2023
Recommendation/Selection (tentative)	11/15/2023

## Contact and Delivery Address:

**City of Lake Charles**

**Planning Department**

Street Address

326 Pujo Street

Phone: 337-491-1542

Email: [planning@cityoflc.us](mailto:planning@cityoflc.us)

Proposals must be submitted by the Proposal Submittal Deadline shown on the Transmittal Page. Proposals will ONLY be accepted electronically via email at [planning@cityoflc.us](mailto:planning@cityoflc.us)

## Pre-Proposal Walkthrough

A garage walkthrough of the site will occur at **1:00-3:00 pm CST on October 5, 2023**. Please rsvp to

[planning@cityoflc.us](mailto:planning@cityoflc.us) if you wish to attend the walkthrough meet at the site located on North Lakeshore Drive. Each RFP respondent may invite a minimum of one to three members. Respondents are encouraged to provide initial questions in advance of the meeting, understandings the questions and responses will be shared.

Any questions must be submitted by email and received no later than **4:00 PM CST on October 9th, 2023**. Responses will be provided **on October 13th, 2023**.

### Addenda

If it becomes necessary to revise any part of this proposal, prior to the due date and time, a written addendum will be provided to all known interested Respondents. The City is not bound by any oral representations, clarifications, or changes made in the written specification by the City's employees, unless such clarification of change is provided to Respondents in written addendum form from the City. Addenda will be transmitted to all that are known to have received a copy of the request for proposal and specifications. However, it shall be the sole responsibility of the Respondent to verify issuance of any addenda and to check all avenues of document availability prior to the opening date and time. Respondent shall provide written acknowledgment of all addenda.

### Subcontracting:

Should any Proposer submitting a Proposal consider subcontracting portions of the engagement, that fact must be clearly identified in the proposal along with the name of the proposed subcontractor. Following the award of the contract, no additional subcontracting will be allowed without the express prior written consent by the City.

### Non-Collusion:

The undersigned, by submission of this Proposal, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

### Other Public Agency "Piggyback Clause":

It is intended that any other public agency, at the mutual consent of both parties and consistent with the public agency's policies and procedures, be permitted to purchase under the terms submitted in response to this procurement. Any participating agency shall take sole responsibility for the placing of orders, arranging for delivery and or services, and making payments to the vendor, contractor, or consultant.

## Delays

The City may delay scheduled deliveries or other due dates by written notice to the selected Proposer if the City deems it is in its best interest. If such delay causes an increase in the cost of the work under the Agreement, the City and the Proposer shall negotiate an equitable adjustment for costs incurred by the selected Proposer in the Agreement price and execute an amendment to the Agreement. The selected Proposer must assert its right to an adjustment within ten (10) calendar days from the date of receipt of the notice of delay. Failure to agree on any adjusted price shall be handled under an agreed upon Dispute Resolution Process.

## Disclosure

At the due date and time there will be no disclosure of contents of any Proposal to competing Proposers, and all Proposals will be kept confidential during the negotiation process. Except for trade secrets and confidential information which the selected Proposer identifies as proprietary, all Proposals will be open for public inspection after the contract award.

## Disclosure of Pending Litigation:

Each Respondent shall include in its proposal a complete disclosure of any material civil or criminal litigation or pending investigation which involves the Respondent or in which the Respondent has been judged guilty

## Force Majeure

Neither party shall be liable for any default or delay in the performance of its obligations under this Agreement if, while and to the extent such default or delay is caused by acts of God, fire, riots, civil commotion, labor disruptions, sabotage, sovereign conduct, or any other cause beyond reasonable control. In the event of default or delay in performance due to any of the foregoing causes, then the time for completion of the services will be extended; provided, however, in such an event, a conference will be held within three (3) business days to establish a mutually agreeable period of time reasonably necessary to overcome the effect of such failure to perform.



## Fraud

Fraudulent statements by the Respondent in the Proposal or in any report or deliverable required to be submitted by the selected Proposer to the City shall be grounds for termination of the Agreement for cause by the City and may result in legal action.

## Insurance

Bidder at its cost and expense shall obtain and maintain in effect at all times during the management term, policies providing the following insurance coverages:

1. Legal Liability, covering fire and explosion only, in not less than One Million dollars (\$1,000,000).
2. A policy of Commercial Comprehensive General Liability and Umbrella Coverage for combined coverage equal to Ten Million (\$10,000,000) bodily injury and property damage combined for any accident occurring upon, in, or about the Premises.
3. Maintain a company-wide program for perils of theft of the entire automobile and collision for all cars placed in its care, custody, and control.

Worker's Compensation Insurance at statutory limits.

## Parking Specifications

1. These specifications intend that the proposing bidder will provide optimum consulting, parking facility, and management services offered at these parking assets. These specifications, therefore, shall be a guide for, rather than a limitation to, the services required to operate the parking facility addressed herein effectively.
2. Proposing bidders are responsible for the property plans and familiarizing themselves with all site conditions and limitations. At the time of submission of the Proposal to the City, each bidder will be presumed to have inspected the property and read and be familiar with the scope of work, personnel requirements, general requirements, and all regulations and laws affecting their bid.
3. The City is not bound to accept any management offer tendered under this Request for Proposal (RFP). The manager reserves the right to consider factors other than price or fees in determining whether to accept or reject any/all proposals. The City reserves the right to take any bid, reject any proposals, waive any informality or irregularity in any submission received, or negotiate contract terms with the various proposing Bidders.
4. Each proposing Bidder shall be prepared upon request by the City of Lake Charles to present evidence of such Bidder's experience, qualifications, and financial ability to carry out the contract terms if awarded such contract.
5. Proposing Bidders are to include in their proposal, in a separate section, any deviations from this Request for Proposal. However, contractors are required to submit their preliminary proposal exclusive of any variations and fully comply with the requirements of this RFP. Failure to comply with this instruction may prevent your firm from

considering contract awards.

6. It is understood that all proposals submitted by Bidders will become the property of the City of Lake Charles.

## Evaluation Criteria

Criteria used to evaluate the proposals will include the following. The requirements are purposely listed in no particular order of importance. Each bidder needs to provide the following:

1. Operating philosophy, the validity of assumptions, security, PARC, and technology recommendations.
2. Previous experience in similar locations, operations, or geographic areas.
3. The presence or planned presence (operations) in/near both garages.
4. Services, budget, pricing and supportive rationale, and firm philosophy.
5. The degree to which the proposal addresses the Request for Proposal requirements.
6. The proposing Bidder's demonstrated capability to provide quality customer service.
7. Creative ideas on operating the garage more efficiently and providing more effective services to parkers to achieve the highest balance of revenue enhancement and occupant service needs.
8. Creative ways to generate additional and or creative income from the assets.
9. Strength of Revenue and Cash Control Systems and proposed technologies
10. The rationale for proposed operations, customer service, and net revenue.
11. Relevant current and historical experience at this and other comparable properties.
12. Ability to provide the best vision and communicate the idea for this location.
13. Recommended equipment platform (hardware and software) for this location and its selection explanation.
14. The confidence provided by the Bidder in their being the best solution and how they will address the needed consulting, equipment, technology, and transition plan.
15. Strength of the proposed manager, as well as references provided, as well as outside references from other customers or former customers.
16. Value of the bidder to provide references from similar projects when engaged before construction and deliver thru the process.
17. Wayfinding, exterior signage, tenant amenities, and other specific values for the client.
18. Experience in Louisiana and impact (if any) of competing parking locations or client mix.

## Proposal Format

Proposing Bidders shall **submit responses to the following items in this order** in their proposals:

1. Detailed revenue projections for the first fiscal year and a detailed list of the underlying assumptions utilized to develop said points. Proforma shall be fully detailed for the first twelve operating months, then annualized for years two-three.
2. Proposed suggested method of operation, rate structure, staffing, security, cleaning, signage, and hours and mode of operation for the facility.
3. Company Profile:
  - a. State the contact person's name, address, telephone number, email address, and company submitting qualifications.
  - b. Provide a resume and bio for the proposed manager by the contractor.
  - c. Provide an overview of the firm's organization and support capabilities, including a brief description of the firm's experience and background in Louisiana and any operations with comparable facilities or similar operations nationwide.
4. Operating Plan:

Provide an Operating Plan outline and concept plan for the facilities included in this RFP addressing at a minimum issue such as technology, audit controls, setting of rates, the proposed standard of operation, cleaning program, maximizing parking revenues, revenue collection and deposit, security proposals, and traffic control. The key will be finding the highest balance of revenue enhancement while maintaining the operational and service needs of the building occupants and visitors.
5. Staffing Requirements:

Provide a list of anticipated personnel requirements (schedule), including wages, particular to the facility. Additionally, as part of the submittal, include job titles and descriptions for each of the classifications included on the schedule. The job descriptions should be brief but comprehensive. They should consist of a program of anticipated duties for all employees during non-peak periods (i.e., patrolling the garage, general maintenance, etc.). Cleaning and maintaining the garage shall be part of the daily duties. Hours of Operation will become part of the management agreement, and future adjustments will require Ownership approval.

Note: Proposals need not include on-site staffing if other proven alternatives are presented.
6. Customer Service:

Please provide a brief account of the firm's capabilities concerning providing quantifiable outstanding customer service and quality assurance. Include a discussion on tenant amenities and other customer service techniques that you believe will be appropriate for this facility. We are looking to achieve unparalleled service in this market for our tenants, guests, and visitors.
7. Transition and Timeline Plan:

Submit a detailed plan and timeline identifying the operational steps that will be necessary for the startup of these accounts, as well as a detailed transition plan. Identify the support and

resources that will be made available to assist during the transition. Identify timelines for each proposed program, equipment, security changes, signage, etc.

8. Capital Expenditures:

Identify any anticipated one-time capital expenditures needed to successfully achieve your plan and bring the locations to a superior level in service, aesthetics, and control. Clarify which (if any) will be provided by the bidder versus those costs recommended being borne by the City. Use this section to describe your detailed recommendations and summarize the estimated financial impact.

9. References:

Provide a minimum of two (2) sites currently operated by the bidder comparable to this facility. References should include:

- a. Location name and address
- b. Location contact with phone and email information
- c. Company client, and a brief description of the facility
- d. Type of operating equipment in use
- e. Greatest accomplishment(s) to date at that location

10. Provide the two most comparable locations which ended or terminated the bidder. Reference(s) should include:

- a. Location name and address
- b. Location contact with phone and email information
- c. Company client, and a brief description of the facility
- d. Reason for Termination

11. Other Information:

Please provide any additional information, which will assist the City to evaluate the quality of the services offered by the proposing bidder. All information must be within the fifty (50) page limit.

## Scope of Services

### Statement of Work

1. Bidder acknowledges that all information disclosed by Owner to Contractor to perform the services, or which comes to the bidder's attention during the course of performing said services, constitutes a valuable asset and is proprietary to the City. The bidder also acknowledges the Owner's fiduciary relationship, tenants of their respective clientele, and their collective obligation to keep records confidential and proprietary. The bidder will not disclose any information about this RFP or subsequent negotiations or agreements to any non-employee of bidder not having a specific need to know in performance of services authorized hereunder.
2. Before final award, the successful bidder agrees to make a thorough study of the facility and develop a definitive plan of operation; such plan shall be implemented in conjunction with

“Required Information” in this Request for Proposal. Said plan shall be completed by the bidder and furnished to the Manager in written form within 15 days following the award date of the contract.

3. The bidder will provide a budget for all supplies, labor (if applicable), security, and materials to operate the facility efficiently. All personnel, uniforms, tickets, tags, cards, and cleaning supplies shall be provided by the bidder. The bidder will bill property only for the actual third-party cost of such materials and supplies and an approved personnel portion.
4. Upon award and operation, the bidder will be responsible for, at a minimum, but not limited to, completing the following tasks. Parking transactions, collection of monthly parking revenues, issuance and control of validations, stamps or other methods of proof, parking access controls, and cards and monthly parking permits, and maintenance of monthly parking lease agreements in conjunction with Owner, maintenance of facility including a minimum of one sweep per quarter and two power wash per year. Power wash areas should be performed as appropriate for each facility. Still, they should include entire garage and sidewalk areas, not limited to entry/exit ramps, high traffic areas, and elevator lobbies at a minimum.
5. At regular intervals specified by the Owner, the bidder shall tour the facility to cite any recognizable code or regulatory deficiencies inherent to the various properties (i.e., American Disabilities Act, OSHA, etc.), including any recommendations to remedy the same.
6. Under this management arrangement, the Owner reserves the right to approve all parking rates, policies, and procedures, the portion of spaces available for transient and monthly parking, and designate certain employees, tenants, and visitors as non-paying parkers.
7. The bidder shall be responsible for maintaining accounting records of all income submitted to the Owner every month related to the operation and management of the parking facility.
8. The bidder shall be responsible for current and proactive notification to the manager and tenants of any changes proposed or required as part of each tenant's lease abstract requirements.
9. Personnel Guidelines
  - a. The bidder shall ensure that all of its employees and agents abide by all safety rules and regulations, which may be promulgated from time to time by either party as they pertain to the bidder's operations (including those applicable to the disadvantaged).
  - b. The bidder shall comply, at all times, with local, state, or federal rules, regulations, and laws regarding anti-discrimination and equal opportunity in employment.
10. Screening
  - a. The bidder's personnel shall be carefully interviewed, drug tested, screened, and covered by the bond.

## 11. Uniforms

- a. The bidder's employees shall be adequately uniformed, neat, and clean in appearance while on duty. This standard will include a crisp, clean, consistent "buttoned-up" image.
- b. The bidder shall select all uniforms with the City approval and direct, when necessary, the modification, repair, or replacement of all uniforms at the bidder's sole cost and expense.
- c. The bidder will clean and maintain, or arrange to have cleaned and maintained, uniforms in a neat appearance to the City's satisfaction.

## 12. Schedules and Staffing

- a. The bidder shall employ all on-site personnel, including the on-site facility managers, supervisors, attendants, cashiers, accounting staff, and other personnel necessary for the efficient operation and conduct of the facilities.
- b. At regular intervals specified by the City, the off-site management team, and the on-site facility managers will be required to attend staff meetings to discuss the goals, objectives, subsequent performance, and other pertinent information applicable to the operation.
- c. The bidder shall maintain and show evidence of an adequate and trained accounting backup force and supervisory staff ready to assist the Owner immediately in the event of personnel absence, tardiness, or replacement, flood, fire, earthquake, another emergency, or unusual circumstance.
- d. Any bidder employees not satisfactory to the City shall be replaced immediately by existing Local, State, and Federal law.

## Why the Bidder is the best choice?

- ◇ Provide three (3) most comparable references for consulting work and operations
- ◇ Provide reasoning for proposed manager selection and why they are the best candidate
- ◇ Detail bidder experience with contractor proposed equipment
- ◇ Detail any significant operational concerns and explain your proposed solutions
- ◇ Share any customer appreciation or encouragement programs that will be offered to be implanted at this location
- ◇ Provide any planned checklists for this facility, its opening, or its operation.
- ◇ Any additional information is essential for the facility owner to be aware of.

## Equipment:

The contractor acknowledges the importance of the parking equipment and technology to be a significant portion of this process. Bidder shall provide the following information:

1. Recommendations to utilize, modify, upgrade, or replace existing equipment and method of operation.

2. Acknowledgment of bidders' comfort in whichever equipment the client selects, and that bidder will manage the installation and transition process.
3. Explanation of the bidders preferred equipment and technology and why it is the best operating choice for this location
4. Gated or gateless recommended and why with supporting revenue collection plans
5. What valet technology (if any) is recommended
6. What LPR technology (if any) is recommended
7. Security, cameras, equipment, signage, or procedural changes are recommended.
8. What facility count system and displays (if any) are recommended
9. Wayfinding, skywalk, exterior signage, or other signage is recommended
10. Explanation of owners' experience (if any) with each proposed type of equipment
11. The bidder's interest (if any) to finance the equipment and what terms would be available, including a transfer option, should the contractor not survive the initial five-year period.
12. Fire Prevention or Suppression needs

### Security Technology/Camera Solutions

In addition to the traditional parking technology, the bidder will provide specific recommendations for a security protocol and products that will support the garage. We are looking for a Security Technology / Camera solution in the parking garage by the operator that is cloud-based and can be monitored by Security and Property Management.

The operator is further requested to potentially provide planned license plate recognition (LPR) upgrade or replacement technology to integrate the security system and the PARC system potentially.

Minimum standards for the additional cameras should address:

1. Centralized Cloud Management with 5 Year Or Greater License
2. Browser-Based Access and Management PoE Powered
3. 5MP or Greater with Zoom Lens 30 Days or Greater of Onboard Solid-State Storage
4. 10 Year Warranty Unlimited Cloud Archiving For Life of License
5. Camera Feed and Archive Sharing by SMS or Email with Expiration Time
6. Vehicle Analytics People Analytics
7. Automated Camera Health Notification
8. Must Not Require on-premise NVR, DVR, Servers
9. Documentation of environmental capabilities must be provided for all outdoor-rated cameras.

### **PURCHASE OF TELECOMMUNICATIONS OR VIDEO SURVEILLANCE EQUIPMENT**

The City shall not procure prohibited telecommunications or video surveillance equipment or services, which under R.S. 39:1753.1(A)(4), include all of the following:

1. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019;
2. Video surveillance equipment or telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua

- Technology Company, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019;
3. Telecommunications or video surveillance equipment or services produced or provided by an entity found to be owned, controlled, or otherwise connected to the government of the People's Republic of China, as described in Section 889(f)(3)(D) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019;
  4. Any product or equipment, regardless of manufacturer, containing as a component any equipment identified above. This may include but is not limited to the following:
    - a) Computers or other equipment containing a component which enables any form of network connectivity or telecommunications regardless of whether the equipment is regularly connected to a network.
    - b) Building automation, environmental controls, access controls, or facility management and monitoring systems.
  5. Any services provided using any equipment as described above.
  6. Prior to the procurement of telecommunications or video surveillance equipment or services, the vendor shall provide documentation by affidavit that the equipment or services to be procured are not prohibited telecommunications or video surveillance equipment or services as defined above.
  7. No procurement shall be made from a vendor or other entity who fails to provide the required documentation and affidavit.
  8. Any procurement of prohibited telecommunications or video surveillance equipment or services or in violation of any other requirements of [R.S. 38:2237.1](#) shall be void.
  9. Any vendor or other entity who provides the affidavit and documentation required in [R.S. 38:2237.1](#) and is found to have supplied telecommunications or video surveillance equipment or services that were prohibited at the time of procurement, shall, at its own expense, replace the prohibited telecommunications or video surveillance equipment or services with nonprohibited equipment or services of at least equal quality and performance.

## Detailed Scope of Work

These specifications are a guide for developing a proposal for the parking facilities, management, and pricing **VALID thru March 1, 2024**. These instructions are not an agreement to contract for services.

These specifications intend that the parking contractor shall provide the optimum level of services. The specifications shall guide the services required to operate the parking program.

The bidder shall be an independent contractor and keep all of its employees under its direction and that of its managers and supervisors. In no event shall such employees be deemed employees or agents of the City.



The bidder shall treat all information and data, regardless of the form received from the City, as confidential and shall take all precautions necessary to prevent disclosure of such information or data verbally or in writing to others except upon the expressed written approval the City.

## Contract Terms and Conditions

All requirements within this Initial Request for Proposal shall be considered part of the Work and required for the three-year management agreement.

The successful bidder is expected to execute parking management agreements. We intend for the management agreements to be a minimum of three (3) years, with a mutual option for an additional two (2) years. The agreement will have a traditional thirty-day cancellation for convenience.