

**ADDENDUM NO. 2
TO THE
REQUEST FOR PROPOSALS
FOR
PARKING ENFORCEMENT SERVICES
RFP NO. CDD-21-01**

THIS ADDENDUM IS HEREBY MADE A PART OF THE REQUEST FOR PROPOSALS DOCUMENTS DATED JULY 16, 2021 TO THE SAME EXTENT AS THOUGH IT WERE ORIGINALLY INCLUDED HEREIN.

ISSUED THIS 28th DAY OF JULY 2021

CITY OF ROSEBURG
COMMUNITY DEVELOPMENT DEPARTMENT
900 SE DOUGLAS AVENUE
ROSEBURG, OR 97470
541-492-6866

To All Solicitation Document Holders:

You are hereby notified of the following clarifications to the Request for Proposals (RFP) Solicitation Documents for the City of Roseburg, PARKING ENFORCEMENT SERVICES.

Question #1: Are there any special wage requirements such as living wage or union?
Response: **There are no wage requirements.**

Question #2: What is the number of parking spaces the operator is responsible for managing?
Response: **The Downtown parking inventory is comprised of 1,365 publicly owned stalls, including 822 on-street stalls and 543 off-street stalls located in six (6) public facilities (5 lots/1 garage). The Laurelwood on-street parking inventory totals 261 on-street stalls.**

Question #3: Can the City provide the shift schedule, job position title and number of staff the previous parking management company allocated to the Parking Enforcement Program?
Response: **The City does not have that information.**

Question #4: Who is responsible for providing the parking citation issuance solution and devices – the City or Operator?
Response: **The Operator is responsible.**

Question #5: Who is responsible for providing the parking permit management software – the City or Operator?

Response: **The Operator is responsible.**

Question #6: Once a parking citation has been issued, is the parking citation transferred to the City/County Court for processing or will the operator be responsible for processing the citation?

Response: **The Operator is responsible for managing (collecting) all cases.**

Question #7: Would the City share the following information:

a. Number of parking citations issued annually in 2018 and 2019?

Response: **In 2018, 3,204 notices were issued: In 2019, 2,979 notices were issued.**

b. Number of parking citations appeals annually in 2018 and 2019?

Response: **We do not have the number of citations appealed, however the following were voided: 2018 – 821; 2019 – 754.**

Question #8: Is the operator responsible for collecting on the outstanding debt from parking citations?

Response: **The City did an initial review of data and determined that the effort that would be required to reconstruct the cases files for the outstanding tickets (which would not guarantee the ability to defend if challenged) did not pencil out. Consequently, it was decided not to pursue collections of outstanding tickets/fines.**

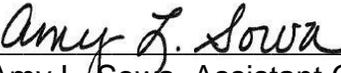
a. If yes, what citation management solution was used to issue the citations?

Response: **N/A**

b. Will the City and/or prior operator (Park Smart) provide the citation data for data conversion?

Response: **N/A**

END OF ADDENDUM NO. 2.



Amy L. Sowa, Assistant City Manager/City Recorder
Issued July 28, 2021