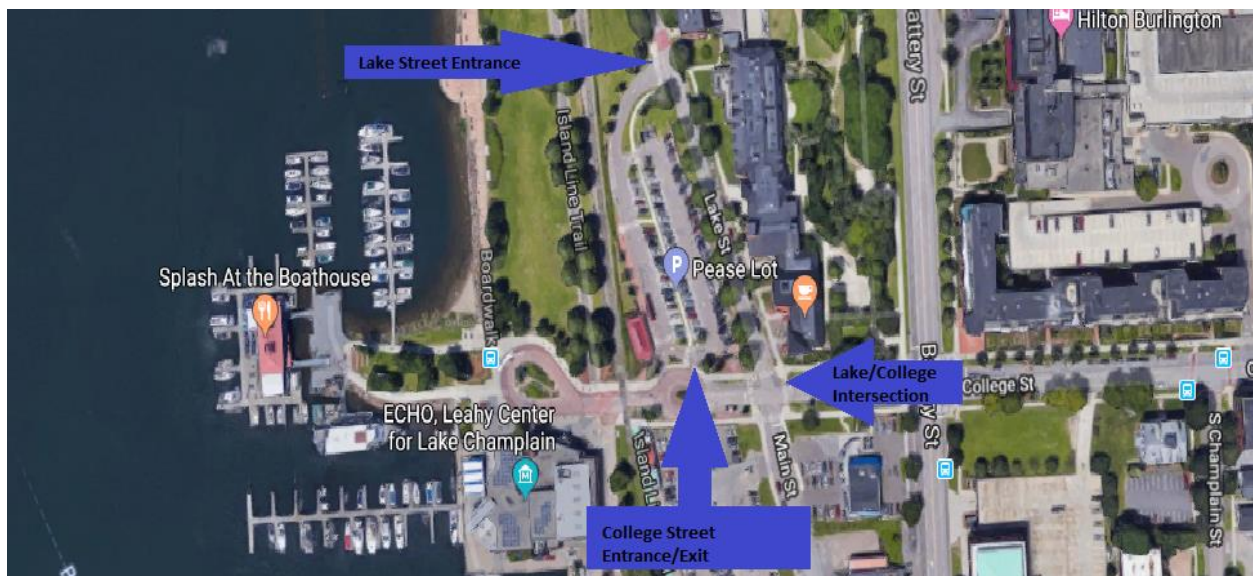

REQUEST FOR PROPOSALS

Date: January 29, 2019
To: Prospective Tow Companies
From: City of Burlington Department of Parks, Recreation & Waterfront
Re: Parking Enforcement, Pease Lot – 4 College Street, Burlington, VT 05401

I. LOCATION

Pease Lot, 4 College Street, Burlington, VT 05401

The Pease Lot parking lot is the city's main Waterfront Lot, located nearby The Information Center, The Echo-Leahy Center for Lake Champlain, and the Burlington Community Boathouse. There is one entrance on the south-end of the lot directly off of College Street, and an additional entrance located on the north-end of the lot directly off of Lake Street. The lone exit route is located on the south-end of the lot, exiting cars directly onto College Street.



Pease Lot Parking Lot (Waterfront Lot)

II. SCOPE OF RESPONSIBILITIES

The Department of Parks, Recreation & Waterfront requests proposals from interested parties for a trial one-year service contract to enhance the enforcement of parking policies and regulations.

III. PEASE LOT DESCRIPTION

The Pease Lot consists of 76 parking spaces, with two of them provided as handicap parking spaces. The lot is utilized by recreational users, seasonal boaters, commercial boaters, tourists, and more. The lot also has a pick-up and drop-off bus lane that can hold two busses at a time, and the lane has a 15 minute maximum, per bus. The lot is operational year-round, but runs off of two different “seasons”:

Summer Season:

- Hours of Operation: 8:00 AM – 8:00 PM Monday through Saturday, 8:00 AM – 6:00 PM on Sunday
- Space Allocation: Two spaces designated and signed for Parks, Recreation and Waterfront Employees. One space for each commercial company: “Healing Winds”, “The Spirit of Ethan Allen”, “Let’s Go Sailing”, “Whistling Man Schooner, and “Splash! At The Boathouse”. Ten spaces for Seasonal Boaters. One bus lane
- Rates: \$3 per hour

Winter Season:

- Hours of Operation: 8:00 AM – 8:00 PM Monday through Saturday, 8:00 AM – 6:00 PM on Sunday
- Space Allocation: Two spaces designated and signed for Parks, Recreation and Waterfront Employees
- Rates: \$2 per hour

IV. PATRON PAYMENT PROCESS

Patrons are provided with three different ways to pay for parking during the summer season and two different ways to pay during the winter season. During the summer season, they are able to pay utilizing one of two Cale Parking Kiosks, the Parkmobile App, and at the Burlington Community Boathouse Front Desk. During the winter season, they are able to pay utilizing one of two Cale Parking Kiosks and the Parkmobile App. The Parkmobile App is the only option to pay without receiving a receipt. All receipts must be displayed on the respective dashboards.

V. ENFORCEMENT PROCESS

Burlington Parks, Recreation and Waterfront staff will routinely check the lot to ensure all patrons are paying, all commercial and seasonal boater spaces are being utilized properly, ensure there are no campers or RV’s in the lot (they are prohibited), and no cars are causing navigational hazards. Once violators are found, BPRW staff will reach out to the prospective enforcement company to request a boot or tow.

Vehicles are to have a boot placed on them in the event that they are wrongfully taking a commercial or seasonal boater’s space, a BPRW staff space, a handicap space, or, have not paid to park or are past the time they paid to park until.

Vehicles are to be towed in the event that they are causing navigational hazards to the rest of the users of the lot.

Per an agreement between BPRW and the prospective partner, an arrival time after contact is not to exceed 30 minutes. Further, the lot is to strictly be managed by BPRW staff only, and all inquiries or complaints are to be directed to BPRW immediately.

Per an agreement between BPRW and the prospective partner, all records of cars booted or towed must be accessible to BPRW on day of occurrence.

VI. SIGNAGE

The prospective tow company agrees to provide BPRW with ample signage stating their contact information, allowing patrons the ability to contact them as soon as possible. Signage is to be installed by BPRW only.

VII. INSURANCE REQUIREMENTS

All concessionaries shall purchase and maintain insurance coverage for not less than the following limits listing the City of Burlington as Additional Insured and furnish a certificate of insurance to the City for the season or at least one week prior to each listed event listing such coverage:

Comprehensive General Liability:

Bodily Injury:	\$1,000,000 each occurrence
	\$2,000,000 in aggregate
Property Damage	\$1,000,000 each occurrence
	\$2,000,000 in aggregate

A combined single limit of \$1,000,000 each occurrence, \$2,000,000 in aggregate is acceptable.

VIII. LIMITATION OF LIABILITY

The City of Burlington assumes no responsibility for costs incurred by respondents to this RFP (further request for interviews, additional data, etc prior to the execution of an Agreement).

IX. PUBLIC RECORDS POLICY

Due regard will be given for the protection of proprietary information contained in all proposals received; however, vendors should be aware that all materials associated with the procurement are subject to the terms of the Vermont Access to Public Records Act (1.V.S.A. Ch. 5, Subchapter 3) and all rules, regulations and interpretations resulting there from, including those from the Board, the office of the Attorney General of the State of Vermont, and the office of the Vermont Secretary of State, and any other applicable rules, regulations or judicial decisions regarding access to the records of government.

X. NON-DISCRIMINATION POLICY

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.

XI. BID SCHEDULE & CONTACT INFORMATION

The Department will select a proposal, in accordance with the City's Procurement Policy, through a competitive review & selection based on the following:

- evaluate experience in prior enforcement operations
- clarity of proposal/skills/expertise
- References pertaining to similar experience
- completeness of proposal

A mandatory on-site visit will take place on **February 13th, 2019** from **1:00 PM – 3:00 PM**.

Proposals should be submitted via email to James W. Frazitta, Deputy Harbormaster/Marinas Manager, Department of Parks, Recreation & Waterfront, at JFrazitta@burlingtonvt.gov.

Please submit all final proposals by 5 PM on February 18th, 2019. Questions concerning this RFP should be directed to James W. Frazitta and received by **5 PM on February 15th, 2019**. All answers to questions (all names withheld) will be publicly posted on our website, www.burlingtonvt.gov for all interested parties to see.



Livable Wage Ordinance

****EFFECTIVE JULY 1, 2015****

Are You Receiving A Livable Wage?

The Burlington Livable Wage Ordinance requires that if you are working on a specific City of Burlington service contract or subcontract above a certain amount your employer must pay you at least \$13.95 an hour if the employer offers health insurance.

\$13.95

If you are working on a specific City of Burlington service contract or subcontract above a certain amount your employer must pay you at least \$15.83 an hour if the employer does not offer health insurance.

\$15.83

What Are Your Rights Under the Livable Wage?

All employees who work directly on a City of Burlington service contract or a subcontract may be eligible. To find out if you are covered by the Livable Wage Ordinance you may call the Office of the Chief Administrative Officer at 802/865-7000.

Are You Eligible to Receive The Livable Wage?

Covered employees are required to be paid at least the above amounts. If you are covered and your employer reduces your pay, your employer shall be considered in violation. You are protected by law if you assert your rights under the Livable Wage Ordinance.

Why Report A Livable Wage Violation?

If your employer is required to be paying you the Livable Wage and is not, he or she may be required to pay you back wages and be subject to any other appropriate action as outlined in the Ordinance.

Employee Earned Income Tax Credit

Are you raising a family and making less than \$30,000? If so, you could be eligible to receive the Earned Income Tax Credit (EITC.) You may even be eligible if your income is so low that you do not owe any taxes. The EITC can reduce your taxes or provide a cash refund. There is a federal and state EITC, so ask about both. To find out if you qualify and how to get this benefit speak to your employer's payroll clerk or call IRS at 1.800.TAX.1040.

To file a complaint Contact:
Office of the Chief Administrative Officer, 149 Church Street, Burlington, VT 05401
802-865-7019

Revised 4/15