



## **PARKING ADVISORY COMMITTEE AGENDA**

**Wednesday, January 18, 2023 - 6:00 PM**

**City Hall, Council Chambers, 169 SW Coast Hwy, Newport, OR 97365**

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All public meetings of the City of Newport will be held in the City Council Chambers of the Newport City Hall, 169 SW Coast Highway, Newport. The meeting location is accessible to persons with disabilities. A request for an interpreter, or for other accommodations, should be made at least 48 hours in advance of the meeting to Erik Glover, City Recorder at 541.574.0613, or [e.glover@newportoregon.gov](mailto:e.glover@newportoregon.gov).

All meetings are live-streamed at <https://newportoregon.gov>, and broadcast on Charter Channel 190. Anyone wishing to provide written public comment should send the comment to [publiccomment@newportoregon.gov](mailto:publiccomment@newportoregon.gov). Public comment must be received four hours prior to a scheduled meeting. For example, if a meeting is to be held at 3:00 P.M., the deadline to submit written comment is 11:00 A.M. If a meeting is scheduled to occur before noon, the written comment must be submitted by 5:00 P.M. the previous day. To provide virtual public comment during a city meeting, a request must be made to the meeting staff at least 24 hours prior to the start of the meeting. This provision applies only to public comment and presenters outside the area and/or unable to physically attend an in person meeting.

The agenda may be amended during the meeting to add or delete items, change the order of agenda items, or discuss any other business deemed necessary at the time of the meeting.

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### **1. WELCOME AND INTRODUCTIONS**

#### **1.1 Memorandum.**

[Staff Memorandum](#)

### **2. ROLL CALL**

### 3. APPROVAL OF MINUTES

- 3.1 November 16, 2022 Parking Advisory Committee Meeting.  
[Draft Parking Advisory Comm Mtg Minutes 11-16-2022](#)

### 4. DISCUSSION ITEMS

- 4.1 Review and Score Responses to Request for Proposals (RFP) for the Bayfront Parking Management Plan.
- 4.2 Overview of Parking Enforcement Strategies and Statistics with Chief Jason Malloy.
- 4.3 Naming of City Parking Lots.

### 5. PUBLIC COMMENT

*This is an opportunity for members of the audience to bring to the Work Group's attention any item not listed on the agenda. Comments will be limited to three (3) minutes per person with a maximum of 15 minutes for all items. Speakers may not yield their time to others.*

### 6. ADJOURNMENT

### HANDOUTS

#### Meeting Materials:

[Bayfront Parking Management RFP](#)  
[Amendment No. 1 - Bayfront Parking management RFP](#)  
[Scoring Sheet/Instructions](#)  
[Parking Enforcement Statistics](#)  
[Parking Lot Diagram](#)

### Memorandum

To: Parking Advisory Committee  
From: Derrick I. Tokos, AICP, Community Development Director  
Date: January 13, 2023  
Re: Topics for January 18<sup>th</sup> Parking Advisory Committee Meeting



The principal agenda item for this meeting is the review of responses the City received to the Request for Proposals (RFP) for the Bayfront Parking Management Plan. At the request of vendors, the deadline for responses was extended to 5:00pm on January 12, 2023. Five (5) proposals were received, copies of which are included in the meeting packet.

There is also a copy of the RFP, scoring sheets with the criteria from the RFP, and scoring instructions. **Please take a moment to review and preliminarily score the proposals.** We can then discuss the proposals at the meeting before finalizing the scoring. If there is a clear preference, the Committee can make its recommendation to the City Council. On the other hand, if there are a few vendors that rise to the top, then we can invite them to participate in an interview process (or suggest the Council conduct the interviews).

Chief Jason Malloy will be attending the meeting, and he will take the lead in the second item on the agenda. Committee members had expressed interest in hearing from the Chief about parking enforcement and how the Police Department is going to resource the effort once the parking demand management solutions are put in place along the Bayfront. The Chief has summarized parking enforcement statistics for this discussion and they are included in the packet.

Lastly, if there is time, it would be helpful if we could discuss how city parking lots are identified. I put together a map with the current name for each of them. The City is looking to update signage in all of its public lots, which may include a wayfinding component, so the topic is timely.

I hope you have a wonderful weekend, and look forward to seeing all of you at the Parking Advisory Committee meeting scheduled for Wednesday at 6:00pm here at Newport City Hall.

#### Attachments

Bayfront Parking Management RFP  
Amendment No. 1 – Bayfront Parking management RFP  
Scoring Sheet/Instructions  
Civic Smart Proposal (Part 1)  
Civic Smart Fee Proposal (Part 2)  
Flowbird Proposal  
Parking Design Group Proposal  
ParkMobile Proposal  
T2 Systems Proposal  
Parking Enforcement Statistics  
Parking Lot Diagram

**Draft MINUTES**  
**Parking Advisory Committee**  
**Meeting #3**  
**Newport City Hall Council Chambers**  
**November 16, 2022**

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**Committee Members Present:** Aaron Bretz, Gary Ripka, Janell Goplen, Bill Branigan, Nevin Beckes, Aracelly Guevara, and Robert Emond.

**Committee Members Absent:** Ian Clayman (*excused*), and Doretta Smith.

**City Staff Present:** Community Development Director, Derrick Tokos; and Executive Assistant, Sherri Marineau.

**Public Present:** Susan Armstrong, and Ashley Bechler.

1. **Call to Order & Roll Call.** Meeting started at 6:00 p.m.

2. **Approval of Minutes.**

**MOTION** was made by Bill Branigan, seconded by Robert Emond, to approve the November 2, 2022 Parking Advisory Committee meeting minutes with minor corrections. The motion carried unanimously in a voice vote.

3. **Parking Enforcement Discussion.** Bretz requested an addition to the agenda to discuss parking enforcement and regulation changes. The Committee was in general agreement to add the agenda item.

Bretz pointed out that when they were changing things like having people pay for parking and putting time limits on parking, they wouldn't be able to have success without rigorous enforcement. They needed to make sure the police had the resources to be able to enforce. Bretz asked if they had a state contract, or could piggy back on the state contract, to make it so people were subject to fines if they didn't appear for an appeal and pay their fines. Also, if they didn't pay their fines they would have to go to collections. Tokos suggested that Police Chief Malloy attend a meeting to given his thoughts on how this worked and was coordinated. The Police Department had budgeted to fill for parking enforcement for the fiscal year, and they were looking to fill this before the parking changed on the Bayfront went online. This way they would have more enforcement resources so somebody could do the tasks. Tokos explained the individual would be dedicated to the Bayfront, Nye Beach and City Center. He noted they needed to look at what the vendor's resources were to make enforcement easier. Vendors would be able to show during their interviews what technology they had and how they would be able to assist with collections. Tokos noted that Chief Malloy reported that collections ran around 25 percent of the actual citations.

Branigan asked since people were using a credit card to park, could the vendors charge the violation to their credit card. Tokos explained they needed to talk to the vendors about this to see if it was legal. He wasn't sure they could. A discussion ensued regarding how phone apps worked with citations. Goplen asked if they had enough funds to pay for the enforcement officer. Tokos clarified the expectation was that the enforcement position would be paid through permit revenues partially. Whatever the city collected for citations themselves would not cover the cost of the position. The meter revenues would also fund a portion of what would be dedicated to enforcement. Tokos reminded the license plate recognition technology was a pretty efficient way to enforce. He pointed out the police wanted to be involved with the selection of the vendor.

Goplen asked if Bretz had any specific ideas in mind for enforcement. Bretz thought they needed to do something that didn't tax the police force too much but also motivated people to care about their credit and paying their bills. When it came down to it, there were limited options when somebody didn't want to pay for citations. Emond asked if they could tow away cars if they were parked without paying. Tokos explained the city put some rules in place a few years earlier to allow booting and towing. He reminded they would have tools for enforcement that they didn't have in the past to make sure as it moved forward and that the enforcement piece had been adequately addressed. Bretz thought it would be good to hear from the police on this since they were the ones doing the booting and towing. He thought the Committee should include in the recommendation to the City Council that they paid close attention to enforcement. He thought there would be people who would challenge enforcement and the city needed to show them that it was in their best interest to comply with the law.

Beckes thought enforcement would be a challenge in the beginning and thought they should look at seeking a third party to do it instead of the police. This way it wouldn't change the public's perception of the police. Goplen asked if the proposal included enforcement. Tokos confirmed it did. Branigan recommended they implement this gradually. If they were too aggressive it could make Newport look like an unfriendly city. Bretz disagreed. He thought that they would empower people to break the rules if they did it this way. The way to get people to comply was to say exactly what the rules were and enforce it. Goplen thought they needed to enforce. She requested the Police Chief be included on the next agenda. She also wanted to make sure the interviews included this. Tokos reported they would work with the vendor that was chosen on the rollout so people weren't genuinely surprised. Goplen thought they could work with Discover Newport, the Chamber of Commerce, and the Seafood and Wine Festival to make it known that meters were in. They needed to find incentives and way to market the meters in a positive way. Tokos reminded if people saw the parking signs they would know the drill. This was becoming a more common because people understood parking had to be managed in high demand areas. Ripka noted Seaside had metering and Newport wouldn't be the only coastal town with it. Bretz thought that enforcement wise the Committee's role was to make recommendations to the City Council, not tell the police what to do. He suggested the Committee's recommendation say they placed a high priority on funding enforcement. Tokos thought it would be good to get Chief Malloy's thoughts right before they got the responses to the RFP.

**4. Continued Discussion on the Parking Permit Component of the Bayfront Parking Management Solutions.** Tokos reviewed what the current signage looked like on the Bayfront, and an example of permit program signs. He reported that they did a study which showed people typically parked for around two and half hours at a time. Emond thought four hours on a permit was generous. Branigan asked what they charged in Warrenton. Ripka reported their docks charged \$10 a day. Bretz asked how the charter boat people would be permitted. Tokos explained they would get a temporary permit. Emond asked if there would be a separate sign about towing. Tokos confirmed there would be. Guevara thought there should be Spanish language signs. Emond thought Spanish signs or foreign language signs would be good to ask for. Bretz asked if there was an ODOT standard for signage for parking. Tokos reported there was some flexibility but the examples he showed the Committee were the typical signs you would see. He noted there would also be different options for signs from each vendor, and the timed regulatory signs had to be green. Tokos reminded that the Committee would be able to designate what the zone names would be for the permit zones on the signs.

Tokos reviewed the Bayfront parking permit map. He noted at the last meeting the Committee thought a paid parking permit should run from 11 a.m. to 7 p.m., from May to October. Then outside of those dates, from November 1st through April 30th, it would be from 11a.m. to 7 p.m. offseason only. Emond asked if there were considerations for holidays. Tokos thought they could decide how to charge on holidays. Emond liked the idea of making holidays free. Ashley Bechler reported that spring break

was busy from the second week of March to April. Emond asked if the time period that they were enforcing would be written in the ordinance. If not, they could do the rollout with whatever holidays they wanted to start with and add spring break later. Tokos reported they could put language in the ordinance to allow an adjustment by resolution. He noted they would make sure the flexibility was written in it.

Tokos reviewed the west end of the parking map where there would be metering only, and the lots that would be set up as paid. He explained there would be no option for the permits on the street, but the lots would have a permit option. Tokos reminded this was about changing behavior by pricing the parking assets. Goplen asked if all the shops on the west end had their own parking. Tokos explained very few had off-street parking. Goplen asked if Areas 9 and 12 could be permit areas as well. Tokos explained this would further eat into what would be available for permit parking. The maps were drafted at a time that this area wasn't vacant and when the expectation that the market would be going in there. This was why they wanted angle parking there and meter only. This map had been framed from the RFP. Bretz asked if the parking spaces there were unregulated with no time limit. Tokos confirmed they were. There would be regulations for people parking too long and the Camping Ordinance came into play for this.

Bretz asked if any of the residents who were relying on off-street parking would be sensitive to fish workers parking in front of their houses. Tokos explained the residents had their own off-street parking. Their feedback had been less about people utilizing the parking and more about them not wanting it to be time limited.

Tokos asked if the Committee if they wanted all four of the areas together in a zone, or if the Abbey Street lot should be by itself. Emond asked if Pacific Seafoods would be buying permits just for the Abbey Street lot or for all the individual lots. If they were trying to get into the Abbey Street lot, then maybe they should price it differently to reflect the demand. Branigan thought they should look at what percentage of the available spots should be permits. Emond asked if the permit was for an unlimited or specific time. Tokos reported they talked about doing a \$25 per month permit. Tokos thought they could also consider these hunting permits. A discussion ensued regarding the number of businesses in the area, and where they wanted to get workers to park. Bretz thought they should put the four yellow lots under the same permit. Then, when the water side was fixed and development started, they could look to fix it. Tokos suggested they call this Zone A, and have it be a paid/permit that were hunting permits. He asked if the Committee thought \$25 a month was a good price. Emond thought that would be a good deal. Goplen pointed out it would be cheaper than paying a \$1 a day for metering. Ripka thought fish workers wouldn't be able to manage meters and would end up getting a ticket.

Goplen asked what the price of the stall for five days a week, for five hours each would be. Tokos didn't have the numbers but reported he ran this per stall, per month during the peak period. He also read this as it being 85 percent utilization, recognizing there was always going to be some degree of vacancy on stalls. Tokos asked what amount of time the group thought was reasonable for permitted parking. Goplen thought 24 hours would be right. Bretz thought they should look at setting the time to be enough for a plant worker to park there for the day and be able to get through their work shift. The Committee was in general agreement to have it be 24 hours. Bretz pointed out they needed to set the price right so that it was balanced so that some plant workers would say it was too much to pay and park up the hill, and others would choose to buy in. Emond thought that since the lot up the hill would be \$25 they should have the yellow areas be at least 50 percent more. They could start the pink lot #33 at \$25 and the yellow at \$50. Tokos reminded that when thinking about permit parking they needed to think about the duration they would actually be metering. He suggested they set it for the full eight hours to cover the duration the meters would be running.

Beckes asked if they set the yellow area at \$100, would they be selling 100 permits or would it maybe be 50. Tokos thought they could designate them as hunting permits and make it so anybody could purchase them. Bretz thought that was what they should do. Tokos reminded that if people became frustrated that they couldn't find spots they could stop purchasing monthly permits. Emond thought they should get the usage statistics to see how much parking was happening in different lots and areas. Tokos noted the objective here was to further refine things so that when they selected the vendor, there would be a clear concept. The vendor might then have some suggestions that could influence the direction the City would want to take. Emond thought the pink lots should be cheaper than the yellow lots. Goplen asked if there should be a tier permit program for businesses that had under five employees and the other programs for businesses who have more employees. Tokos thought they needed to ask themselves what policy objective would lead to doing tiers because they were trying to change behaviors with those that worked at the fish plants and small retail establishments. Goplen thought that this could be an incentive to have employers pay for parking for their staff. Bechler thought that having employees pay for parking would disincentivize people from working on the Bayfront.

Tokos asked if a fee of \$25 for the pink lots and \$40 for the yellow parking lots sounded right. Emond thought it was fair. Branigan asked if people with permits could park in the green areas. Tokos reported they would have to pay. Emond asked for clarification on what Lot 7 was. Tokos explained this wasn't an improved parking area. It was Gino's Restaurant parking and currently a negatable spot. Beckes asked what percentage of the Lot A permits they would sell. Emond thought paid permits should be 150 percent of the spaces. Tokos thought if they were permit only lots they should sell more than the number of spaces they had, because different people would be utilizing the parking on different days. Bechler suggested they make sure it clear that they wouldn't get a guaranteed spot. Branigan suggested they ask the vendors their feeling on how much hunting permits should be. Tokos thought they could pitch a couple of options to say either 150 percent as a cap, or do a hunting permit where they recognized upfront that they weren't guaranteed a space. He reminded that the shift workers and retail workers would typically be able to find spaces because they started earlier in the day. Beckes pointed out that people with permits who went down to the Bayfront to look for parking between noon and 4 p.m. would assume there would be limited parking at that time.

Tokos noted the River Street Lot #28 would be set up as a 12 limit for charters. Bechler asked if it was \$25. Tokos noted their expectation was the charters would be buying temporary day use permits and they would be more like the pink lots. Bechler reported her employees used this hill parking and thought the hill was hard to walk up. She thought the permits shouldn't be \$45 but more like \$25. Tokos asked the Committee if this should be designated Zone B. The Committee was in general agreement with this. Emond asked if the permits would allow holders to park on the street and avoid the four hour parking limit. Tokos confirmed they would and it would be the reason to get a permit. Goplen thought the Area #2 by Ripley's should be a green area. Tokos noted this would be a minor change and pointed out they needed to make sure there were signs there to make it clear the parking was for a fee.

Tokos reviewed the commercial fishing area near Port Dock 5, identified as the orange colored areas. Bretz reminded that the group's thoughts before were about doing this area as a four day time limit for permits with no more than 96 hours. Tokos thought this could be designated as Zone C. Bretz noted the Port had small lots where people would have to pay for separate parking passes for. He said their concept was to keep the cost of the Port's permits under the cost of the City's to get fishermen to park on their lots. Their permits would be for fishermen only. Tokos reminded that they had talked about doing a fleet purchase option through the Port who would be in charge of identifying who was eligible for the program. Bretz explained what they wanted to do was increase the standard to get access for

the permits and to verify who the people were that were working with the commercial fleet. Emond questioned if the permits would be for 96 hours. Bretz asked if the city passes were monthly. Tokos thought it might make sense to make this a year pass for the long stretches. Ripka thought it made more sense for them to be monthly or six months. Tokos suggested they charge \$45 a month, except for when they had a longer duration to stay because of the nature of the business. Goplen felt the fee should be more than \$45. Ripka thought the fishermen would squawk at a higher cost. Bretz pointed out that they would have to put up with people who didn't like the cost. He reminded that these permits would be sold at the City and would have to manage them. Tokos explained the Port would give the City a list of license numbers of those eligible and they City would then build it into the photo sharing system and provide something for them to use. Bretz wanted to make sure the permits showed that they came from the City of Newport. Goplen thought they should consider giving a break on the fees for business owners in the other areas. Ripka thought the fee should be \$50. Armstrong suggested they do a different permit for employees and other pricing for the fleet. Goplen thought the 12 parking spaces between #5 and #3 should be changed. Ripka noted there was a lot of tourist in this area currently. Tokos thought that \$40 would be better than \$50 for this area.

Goplen asked to move the remainder of the discussion to the next meeting. Tokos asked if Zone A should be \$25 a month, if the commercial fishermen permits should also apply to this area as well, and if Port permits could park there too. Goplen suggested the #6 orange area be changed to pink. Ripka thought they should make all of #10 commercial fisherman. A discussion ensued regarding splitting permits between retail employees and fishermen.

6. **Public Comment.** None were heard.

7. **Adjournment.** Having no further business, the meeting adjourned at 7:32 p.m.

Respectfully submitted,

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Sherri Marineau  
Executive Assistant



CITY OF NEWPORT

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mombetsu, japan, sister city

## **CITY OF NEWPORT, OREGON**

### **REQUEST FOR PROPOSALS**

**for**

### **BAYFRONT PARKING MANAGEMENT SOLUTION**

**PROPOSALS DUE: January 6, 2023 by 5:00 pm PST**

#### **SUBMIT PROPOSAL TO:**

**Derrick I. Tokos, AICP  
Community Development Director  
City of Newport  
169 SW Coast Highway  
Newport, Oregon 97365**



# CITY OF NEWPORT, OREGON

## Request for Proposals Bayfront Parking Management Solution

### 1. INTRODUCTION

The City of Newport (“City”) desires to engage a qualified firm to implement an app based parking management solution in the City’s Bayfront commercial district that includes metered (“paid”) zones, hybrid paid/permit zones, hybrid paid/timed zones, and timed zones for on and off-street public parking areas. The approach should be generally consistent with the concept illustrated in Figure 4 of City Ordinance No. 2163 (enclosed) with implementation by June 1, 2023.

### 2. PROJECT OBJECTIVES

City is looking for an integrated, turnkey solution that can be managed and operated by the City with vendor maintenance and support. Services are to include a product that provides for phone/app based payments, revenue and data management, real-time parking availability information, issuance of digital parking permits, robust reporting, intuitive customer service tools, and software and equipment to support parking enforcement and collections.

Proposals must provide for the design, integration, installation, testing, training and support needed to implement the solution, including the provision and placement of parking and wayfinding signage. City recognizes that there will be a need for pay stations to ensure equity amongst users, but desires to minimize the number that are needed and to avoid handling of cash/coins. Proposers should identify the type and number of pay stations they would deploy and how the stations would be integrated with their software solution.

City’s principal objective is to reduce congestion and improve the availability of parking along the Bayfront by influencing user parking preferences, increasing parking turnover rates, and improving the overall user experience. With that in mind, the parking management solution must satisfy the following:

- a. Supports dynamic/demand based pricing adjusting rates by peak season, weekday versus weekend, and by time of day. The solution must also provide a convenient interface for merchants to generate validation codes for customers.
- b. Accommodates a range of convenient, stable and secure electronic and online payment methods, reducing the amount of cash/coin that is potentially handled. Functionality must also provide daily settlement and automated financial reconciliation options.
- c. Provides a customer friendly, easy-to-use system that eliminates trips to City offices or phone calls to City staff to address routine transactions. This includes use of signage to provide clear direction to parking locations and payment options.
- d. Allows business owners, employees, residents, tourists and other users to easily track parking availability and pricing at on-street and off-street parking locations.
- e. Offers an easy to use data management interface that minimizes manual data entry.
- f. Provides on demand and structured reporting of revenues, transactions, and parking data, including utilization, turnover rates, and enforcement trends.
- g. Allows for reservation of spaces for events, including the ability to prepay for parking.

- h. Facilitates real-time parking permit management that offers end user accounts, easy access to customer and vehicle permit information, back office permit issuance, and an automated renewal process. The solution must accommodate tiered permit pricing and provide for issuance of guest passes.
- i. Utilizes license plate recognition technology for monitoring and enforcement of parking operations including digital chalking and integration with DMV and related platforms. Software should be able to accommodate permit holders with multiple vehicles.
- j. Offers customer service support in multiple languages with easy to use help screens, online technical support and tutorials, product educational materials, and telephone hotline service.

City's preference is that proposers furnish labor, materials, and equipment necessary to implement the parking management solution in line with the objectives outlined above, including installation of signage, striping, pay stations, and other requisite materials. Any role the City is to perform in this regard must be clearly identified in the proposal.

### **3. BACKGROUND**

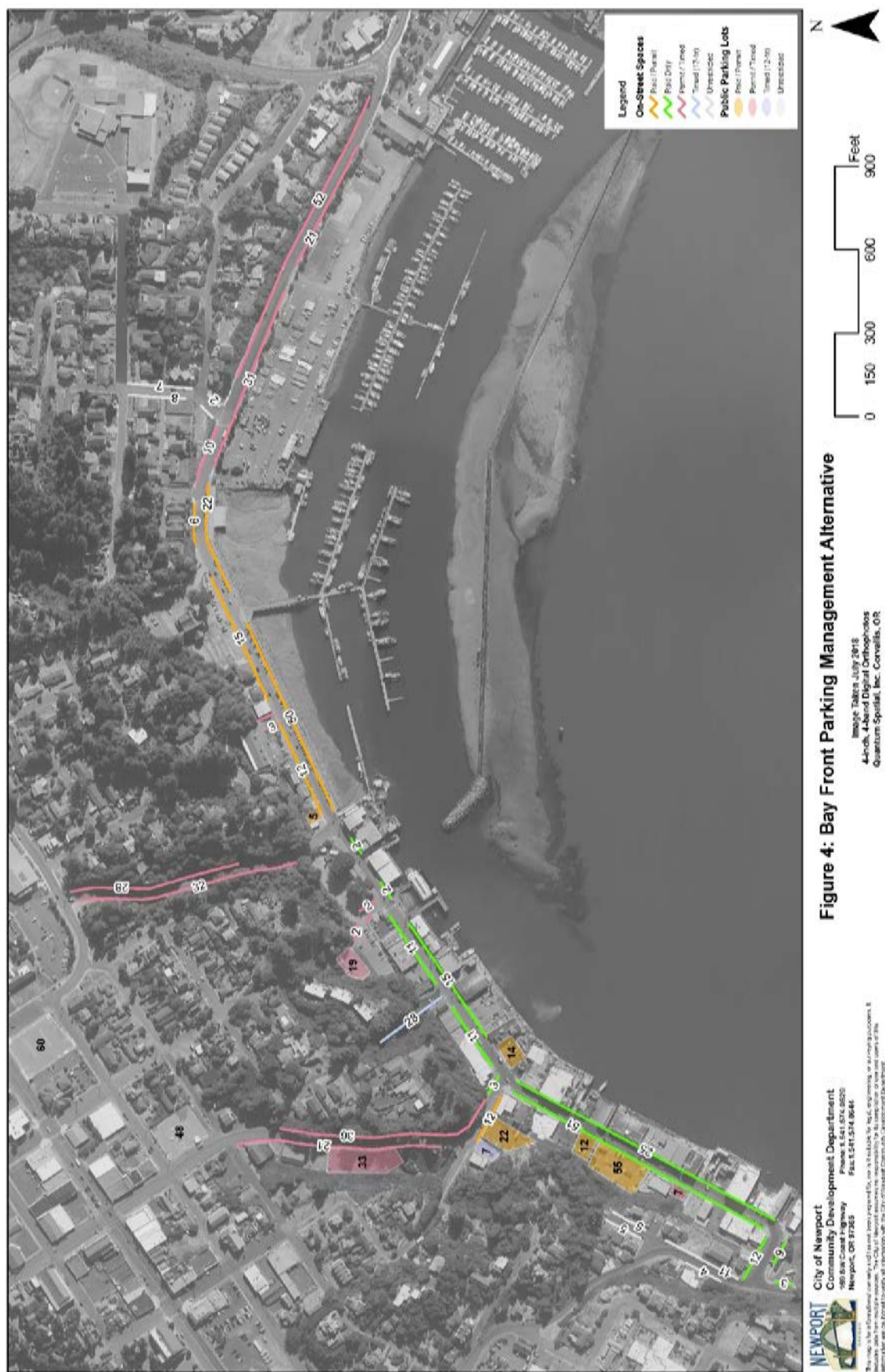
Newport's Bayfront commercial district is a working waterfront with a mix of tourist oriented retail, restaurants, fish processing facilities (e.g. Pacific Seafood), and infrastructure to support the City's commercial fishing fleet. The Port of Newport is a major property owner and a boardwalk and fishing piers provide public access to the Yaquina Bay. The area is terrain constrained, with steep slopes rising up from commercial sites situated along Bay Boulevard. Tourist-oriented businesses are the predominant form of development on the upland side of the street. On the opposite side, buildings and piers extend out into the Bay where there is a mix of waterfront industrial development, namely fish processing facilities, and tourist oriented uses. Moorages for the commercial fishing fleet and Port of Newport facilities are located at the east end of district.

Most of the parking along the Bayfront is publicly owned, with 575 on-street spaces along Bay Boulevard and its connecting streets and 178 spaces in parking lots. Many of the spaces are posted with a 4-hour timed parking limit, and there are a few that are limited to 30-minutes. There is no paid, public parking at this time.

In 2018 the City of Newport, with assistance from Lancaster StreetLab, completed a parking study that inventoried and assessed the condition of public parking assets along the Bayfront and a couple of other areas. The study includes detailed field survey data illustrating the utilization and turnover rates of parking spaces during peak and off-peak periods; a list of capital improvements needed to maintain and improve available parking, including possible upgrades to transit service; and financing strategies to fund needed improvements. Along the Bayfront, the study showed that parking occupancies are routinely at or near 85% or "functionally full" for much of the year, resulting in congestion attributed to vehicles cruising for parking, illegal parking, and other undesirable behavior. This led to a recommendation that steps be taken to manage parking demand, and a plan was developed identifying public parking that should be placed into metered ("paid") zones, hybrid paid/permit zones, hybrid paid/timed zones, and timed zones. The concept is illustrated with Figure 4 on the following page, and was adopted by the Newport City Council in March of 2020 with City Ordinance No. 2163. A copy of the ordinance is an attachment to this request for proposals. The complete parking study can be found at:

[https://www.newportoregon.gov/dept/cdd/documents/Newport\\_Parking\\_Management\\_Plan\\_Final\\_Report\\_000.pdf](https://www.newportoregon.gov/dept/cdd/documents/Newport_Parking_Management_Plan_Final_Report_000.pdf)

Figure 4:



#### 4. FUNDING

Funding to implement these parking management solutions is included in the City's FY 22/23 capital budget. There are no state or federal funds associated with the project.

#### 5. PROPOSAL REQUIREMENTS

Proposals should be organized in the following format:

- A. Cover Letter. Provide a cover letter, signed by a duly constituted official legally authorized to bind the proposer to both its proposal and cost estimate. The cover letter must include the name, address, and telephone number of the proposer submitting the proposal and the name, title, address, telephone number, and email address of the person, or persons, to contact whom are authorized to represent the proposer and to whom correspondence should be sent.
- B. Proposal Summary. This section shall discuss the highlights, key features, and distinguishing points of the Proposal, including a description of how the City's objectives will be accomplished as outlined in the RFP. The City is open to alternatives that a proposer believes will more effectively achieve its desired outcomes. In such cases, proposer should clearly describe and explain the reason for the proposed modifications.
- C. Profile of the Proposing Firm(s) This section shall include a brief description of the Proposer's firm size as well as the proposed project organization structure. Include a discussion of the Prime Proposer firm's financial stability, capacity and resources. Include all other firms participating in the Proposal, with similar information about those firms. Additionally, this section shall include a listing of any product related litigation, and the result of such action, pertaining to any public project undertaken by the Proposer or major subcontractors within the last five (5) years.
- D. Work Plan or Proposal. This section shall present a well-conceived service plan. Include a full description of major tasks and subtasks required to implement the parking management solution. This section of the proposal shall establish that the Proposer understands the City's objectives and work requirements and Proposer's ability to satisfy those objectives and turnkey requirements. Succinctly describe the proposed approach for addressing the required services and the firm's ability to meet the City's schedule, outlining the approach, including training and support details that would be undertaken in providing the requested services.
- E. Proposed Innovations. The Proposer may also suggest technical or procedural innovations that have been used successfully on other engagements and which may provide the City with better service delivery. In this section discuss any ideas, innovative approaches, or specific new concepts included in the Proposal that would provide benefit to the City and support its objectives. Proposals may include other services that are considered necessary to complete this project in a turnkey fashion.
- F. Proposal Exceptions. This section shall discuss any exceptions that Proposer has to the City's RFP project objectives. If there are no exceptions noted, it is assumed the Proposer can meet all of the objectives. Items not excepted will not be open to later negotiation.
- G. Project Timeline. Proposed timeline for accomplishing the project, including critical paths and milestones, and specific staff by task based on the Work Plan.

- H. Project Coordination and Monitoring. Describe the process for ensuring effective communication with the City, and for monitoring progress to ensure compliance with approved timeline, budget, staffing and deliverables.
- I. Proposed Cost of Services. Provide a budget summary broken down by task, time, personnel, hourly rate, number of hours and cost for each team member including those employed by major subcontractors. Fee information should be formatted to correspond to tasks identified in this RFP; however, this format may be modified to suit the Proposer's approach to this project. The summary shall include a budget for reimbursable expenses. The final cost of services may be based on a negotiated detailed scope of work. The budget summary shall also include all required materials and other direct costs, administrative support, overhead and profit that will apply. Transaction fees, technical support plans, maintenance plans, or other ongoing costs to the City are to be included in the proposal, but listed separate from those associated with initial implementation.
- J. Product Specifications. Brochures or similar materials shall be provided describing characteristics, features, maintenance requirements, and warranty information for pay stations and other hardware that is to be installed.
- K. Project Qualifications and Similar Experience. This section shall include a brief description of the Proposer's and major subcontractors' qualifications and previous experience on similar or related projects. Include descriptions of pertinent experience with other municipalities that includes a summary of the turnkey work performed, the total project cost, the percentage of work the firm was responsible for, and the period over which the work was completed. Provide names, addresses and telephone numbers of clients associated with each of these projects. Through submission of a proposal, all proposers specifically agree to and release the City of Newport to solicit, secure and confirm information provided.

## 6. SELECTION OF PROPOSALS

Proposals will be evaluated based on the following criteria:

Thoroughness, quality and conciseness of submittal.	20 pts.
Project understanding and approach for accomplishing the City's objectives.	20 pts.
Qualifications of the project manager and project team, and proven ability to successfully complete projects of similar scope.	20 pts.
Proposed cost of services.	15 pts.
Ability to implement the parking management solution by June 1, 2023.	10 pts.
References from past and present clients.	15 pts.
<b>Total</b>	<b>100 pts.</b>

## 7. PROPOSAL SUBMITTAL INFORMATION

The City will make every effort to ensure that all proposers are treated fairly and equally throughout the entire advertisement, review and selection process. The information provided herein is intended to give all parties reasonable access to the same basic information.



Parties interested in submitting a proposal should contact Derrick Tokos, Newport Community Development Director at (541) 574-0626 or [d.tokos@newportoregon.gov](mailto:d.tokos@newportoregon.gov). to indicate their interest and specify the manner to receive any amendments to the RFP.

Any amendments to this RFP will be in writing and will be issued to all persons or businesses that have indicated an interest to receive RFP amendments. No proposal will be considered if it is not responsive to any issued amendments.

Proposals may be submitted electronically via the email address listed above, or in hard copy form to the attention of the Community Development Director at Newport City Hall (169 SW Coast Hwy, Newport, Oregon 97365).

## **8. SCHEDULE**

November 14, 2022: Request for proposals released.

December 9, 2022: Deadline for questions.

December 16, 2022: Deadline for City to issue addenda (this will include a summarized list of questions and answers).

January 6, 2023: Proposals due by 5pm PST.

Proposers may be invited to present their concepts to the City. This may be in person or on a digital platform like ZOOM. City anticipates making a final selection by the end of January.

## **9. PUBLIC RECORDS DISCLOSURE**

Information provided to the City will become property of the City and will be subject to public inspection after completion of the evaluation in accordance with Oregon Public Records Law, ORS 192.311 et seq. If an entity responding to this RFP believes that a specific portion of its response constitutes a “trade secret” under Oregon Public Records Law (ORS 192.345(2)) and is therefore exempt from public disclosure, the entity must clearly identify that specific information as a “trade secret.” Identification of information as a “trade secret” does not necessarily mean that the information will be exempt from disclosure. The City will make that determination based upon the nature of the information and the requirements of Oregon Public Records Law.

## **10. GENERAL CITY RESERVATIONS**

City reserves the right to extend the submission deadline should this be in its best interest. Proposers have the right to revise their proposals in the event that the deadline is extended. Additionally, City reserves the right to withdraw this RFP at any time, and will notify proposers that the solicitation has been canceled. The City makes no representation that any contract will be awarded to any proposer responding to the RFP. The City reserves the right to reject any or all proposals. If in City’s judgment, an inadequate number of proposals are received or the proposals received are deemed non- responsive, not qualified, or not cost effective, the City may, at its sole discretion, reissue the RFP, or cancel this solicitation.

## **11. DESIGNATED CONTACT**

For questions regarding this RFP please contact Derrick I. Tokos, AICP, Community Development Director, City of Newport, at [d.tokos@newportoregon.gov](mailto:d.tokos@newportoregon.gov) or 541-574-0626.

CITY OF NEWPORT  
169 SW COAST HWY  
NEWPORT, OREGON 97365  
  
COAST GUARD CITY, USA



phone: 541.574.0629  
fax: 541.574.0644  
<http://newportoregon.gov>  
  
mombetsu, japan, sister city

Date: January 3, 2023

## **AMENDMENT NO. 1**

### **CITY OF NEWPORT, OREGON**

### **REQUEST FOR PROPOSALS**

**for**

### **BAYFRONT PARKING MANAGEMENT SOLUTION**

**NATURE OF AMENDMENT:** Deadline for the submittal of proposals is extended to 5:00 pm on Thursday, January 12, 2023. No other changes have been made to the Request for Proposals.



Scoring of Consultants for Bayfront Parking Management Solution RFPs- January 2023

Five (5) multi-disciplinary consulting teams responded to the Bayfront Parking Management Solution RFP. Please review and preliminarily score each proposal. We will meet at our January 18th meeting to discuss the proposals, finalize our scoring, and select a preferred consulting team. Each individual proposal should be scored on the following criteria:

Firm: CivicSmart

		Score
Thoroughness, quality and conciseness of submittal.	(20 pts.)	<input type="text"/>
Project understanding and approach for accomplishing the City's objectives.	(20 pts.)	<input type="text"/>
Qualifications of the project manager and project team, and proven ability to successfully complete projects of similar scope.	(20 pts.)	<input type="text"/>
Proposed cost of services.	(15 pts.)	<input type="text"/>
Ability to implement the parking management solution by June 1, 2023	(10 pts.)	<input type="text"/>
References from past and present clients.	(15 pts.)	<input type="text"/>
Total (100 pts. maximum):		<input type="text"/>

**Comments:**

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Scoring of Consultants for Bayfront Parking Management Solution RFPs- January 2023

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Firm: Flowbird

		Score
Thoroughness, quality and conciseness of submittal.	(20 pts.)	<input type="text"/>
Project understanding and approach for accomplishing the City's objectives.	(20 pts.)	<input type="text"/>
Qualifications of the project manager and project team, and proven ability to successfully complete projects of similar scope.	(20 pts.)	<input type="text"/>
Proposed cost of services.	(15 pts.)	<input type="text"/>
Ability to implement the parking management solution by June 1, 2023	(10 pts.)	<input type="text"/>
References from past and present clients.	(15 pts.)	<input type="text"/>
Total (100 pts. maximum):		<input type="text"/>

Comments:

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Scoring of Consultants for Bayfront Parking Management Solution RFPs- January 2023

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Firm: Parking Design Group

		Score
Thoroughness, quality and conciseness of submittal.	(20 pts.)	<input type="text"/>
Project understanding and approach for accomplishing the City's objectives.	(20 pts.)	<input type="text"/>
Qualifications of the project manager and project team, and proven ability to successfully complete projects of similar scope.	(20 pts.)	<input type="text"/>
Proposed cost of services.	(15 pts.)	<input type="text"/>
Ability to implement the parking management solution by June 1, 2023	(10 pts.)	<input type="text"/>
References from past and present clients.	(15 pts.)	<input type="text"/>
Total (100 pts. maximum):		<input type="text"/>

**Comments:**

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Firm: ParkMobile

		Score
Thoroughness, quality and conciseness of submittal.	(20 pts.)	<input type="text"/>
Project understanding and approach for accomplishing the City's objectives.	(20 pts.)	<input type="text"/>
Qualifications of the project manager and project team, and proven ability to successfully complete projects of similar scope.	(20 pts.)	<input type="text"/>
Proposed cost of services.	(15 pts.)	<input type="text"/>
Ability to implement the parking management solution by June 1, 2023	(10 pts.)	<input type="text"/>
References from past and present clients.	(15 pts.)	<input type="text"/>
Total (100 pts. maximum):		<input type="text"/>

**Comments:**

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Scoring of Consultants for Bayfront Parking Management Solution RFPs- January 2023

Five (5) multi-disciplinary consulting teams responded to the Bayfront Parking Management Solution RFP. Please review and preliminarily score each proposal. We will meet at our January 18th meeting to discuss the proposals, finalize our scoring, and select a preferred consulting team. Each individual proposal should be scored on the following criteria:

Firm: **T2 Systems**

		Score
Thoroughness, quality and conciseness of submittal.	(20 pts.)	<input type="text"/>
Project understanding and approach for accomplishing the City's objectives.	(20 pts.)	<input type="text"/>
Qualifications of the project manager and project team, and proven ability to successfully complete projects of similar scope.	(20 pts.)	<input type="text"/>
Proposed cost of services.	(15 pts.)	<input type="text"/>
Ability to implement the parking management solution by June 1, 2023	(10 pts.)	<input type="text"/>
References from past and present clients.	(15 pts.)	<input type="text"/>
Total (100 pts. maximum):		<input type="text"/>

**Comments:**

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**Parking Data FY 2010 - FY 2015**

<b>Violation</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>Avg</b>
Overtime Parking	608	437	189	137	283	138	298.67
72 Hour Violation	57	36	22	25	14	35	31.50
Fire Hydrant	6	12	2	3	2	22	7.83
Disabled Parking Violation	222	78	453	66	157	378	225.67
Improper Parking	215	124	152	97	173	120	146.83
Display Veh for Sale	37	21	1	0	2	27	14.67
Facing Traffic	503	174	56	36	73	162	167.33
Backed into Angle	131	125	126	96	109	94	113.50
Double Parked	5	4	0	0	3	2	2.33
No Parking	406	263	477	451	492	463	425.33
Yellow Zone	145	151	97	64	52	84	98.83
Loading Zone	170	89	8	6	8	7	48.00
Nuisance Vehicle	0	0	0	4	6	7	2.83
Other	56	1	4	13	19	17	18.33
<b>Total Citations</b>	<b>2561</b>	<b>1515</b>	<b>1587</b>	<b>998</b>	<b>1393</b>	<b>1556</b>	<b>1601.67</b>
<b>Total Fines Reported</b>	<b>\$105,275.00</b>	<b>\$59,530.00</b>	<b>\$102,820.00</b>	<b>\$40,080.00</b>	<b>\$61,525.00</b>	<b>\$105,000.00</b>	<b>\$79,038.33</b>

## Public Parking Lots in Bayfront, City Center and Nye Beach Areas

