

**CITY OF BIRMINGHAM**  
**ADVISORY PARKING COMMITTEE**  
CITY COMMISSION ROOM  
151 MARTIN ST., BIRMINGHAM, MI  
(248) 530-1850  
REGULAR MEETING AGENDA  
WEDNESDAY, FEBRUARY 6, 2019, 7:30 A.M.

1. ROLL CALL
2. RECOGNITION OF GUESTS
3. APPROVAL OF MINUTES, MEETING OF JANUARY 2, 2019
4. CITY SPONSORED ON-STREET VALET PROGRAM – STAFF VENDOR RECOMMENDATION – ACTION
5. PARKING GARAGE MANAGEMENT SERVICES SCOPE OF WORK – ACTION
6. PARKING UTILIZATION REPORT AND FINANCIALS
7. MEETING OPEN FOR MATTERS NOT ON THE AGENDA
8. NEXT MEETING: MARCH 6, 2019



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City of Birmingham  
ADVISORY PARKING COMMITTEE  
REGULAR MEETING

Birmingham City Hall Commission Room  
151 Martin, Birmingham, Michigan  
Wednesday, January 2, 2019

**MINUTES**

These are the minutes of the Advisory Parking Committee ("APC") regular meeting held on Wednesday January 2, 2019. The meeting was called to order at 7:30 a.m. by Chairman Al Vaitas.

1. ROLLCALL

**Present:** Chairman Al Vaitas  
Vice-Chairperson Gayle Champagne  
Anne Honhart  
Steven Kalczynski  
Lisa Krueger  
Judith Paskiewicz

**Absent:** Alternate Member Jennifer Yert; Student Representative Anjay Yaple

**SP+ Parking:** Catherine Burch  
Sara Burton  
Jay O'Dell

**Administration:** Commander Mike Albrecht, Police Dept.  
Tiffany Gunter, Asst. City Manager  
Carole Salutes, Recording Secretary

2. RECOGNITION OF GUESTS (none)

3. MINUTES OF REGULAR APC MEETING OF NOVEMBER 7, 2018

**Motion by Ms. Champagne**

**Seconded by Dr. Paskewicz to approve the minutes of the regular APC meeting of November 7, 2018 as presented.**

VOICE VOTE

Yeas: Champagne, Paskewicz, Honhart, Kalczynski, Kruger, Vaitas

Nays: None

Abstain: None

Absent: Yert

**Motion carried, 6-0.**

4. PARKING GARAGE CONDITION ASSESSMENT PROGRAM  
PIERCE ST. CONSULTANT SELECTION

Ms. Gunter explained that the City, in an effort to ensure the highest level of safety and integrity of its existing parking structures will be conducting structural assessments at each parking garage over the next year. Review of the Pierce St. Garage began in the Fall 2018. Pierce St. was selected first, based on visual observations of the structure at the expansion joints and the drainage system. The preliminary work was completed in September 2018. The engineering firm, Weiss, Janney, Elstner Associates, Inc. ("WJE"), developed a recommendation for a full structural analysis at the conclusion of their preliminary assessment. They did indicate that there was not cause for immediate concern; however did highly recommend that the City conduct a more rigorous evaluation as soon as possible. Firms were invited to bid on the Request for Quote on November 6, 2018. Quotes were due to the City by December 3, 2018 and three quotes were received:

- |                      |           |
|----------------------|-----------|
| • Walker Consultants | \$53,000* |
| • WJE                | 78,910    |
| • WGI Michigan       | 77,100    |

Staff contacted Walker Consultants to confirm their quote for the floor laser survey given the significant pricing differential. They indicated that their initial quote only included a scan of the site along the expansion joints. The full scan is required to ensure a proper structural assessment. Walker came back with a cost of \$76,000 to complete the full scan, which resulted in a price differential between the vendors that is not substantial. Therefore, staff recommends moving forward with WJE as the selected firm to continue the work. They have offered insight into the City's structures that was previously unknown by internal staff or external engineering firms and they have an exceptional reputation nationwide as a leader in condition assessment.

Because of her little experience with laser scanning in parking lots, Ms. Champagne said she is inclined to go along with staff's expert recommendation about which firm is most capable. Other members agreed.

Ms. Gunter pointed out the City hadn't taken a fresh eyes approach to this in recent years. Therefore, she believes that a reputable firm that doesn't have the past experience with the City that Walker has would be able to come in and be a responsible check and balance to ensure the best outcomes.

In response to Dr. Paskewicz, Ms. Gunter said that over the years as the repairs have been made, primarily they have only focused on the expansion joints and not the corroding drainage system. If the water problems are dealt with appropriately, improvements to the structure will pay off going forward because water will not be aggressively corroding the expansion joints.

Ms. Honhart noted when she was walking around town last night she noticed that the N. Old Woodward Ave. Structure has some cosmetic blemishes on the façade. Ms. Gunter replied that she has asked SP+ to keep a close eye on the infrastructure needs at that location. Reinforcements have been added to the pillars to ensure they are safe.

**Motion by Ms. Champagne**

**Seconded by Mr. Kalczynski to recommend to the City Commission acceptance of the quote from Weiss, Janney, Elstner Associates, Inc. ("WJE") to conduct a full structural assessment of the Pierce St. Parking Structure.**

**VOICE VOTE**

Yeas: Champagne, Kalczynski, Honhart, Krueger, Paskewicz, Vaitas

Nays: None

Absent: Yert

**Motion carried, 6-0.**

Dr. Paskewicz asked about the elevator in the Park St. Structure. Ms. Burton replied said they are awaiting a part and the repair will be made when it arrives. She agreed to let the APC know what the part is.

**5. EVALUATION OF CITY SPONSORED ON-STREET VALET PROGRAM  
SCOPE OF WORK FOR LONGER-TERM SERVICES**

Ms. Gunter recalled that during the Old Woodward Ave. construction project, the Birmingham Shopping District ("BSD") began a robust on-street valet parking program to support the merchants and enhance the shopping, dining and recreation experience for residents and visitors that wanted hassle free access to downtown Birmingham. The on-street valet program featured five valet stands at



key entry points around Downtown. In the first week of operation, there were 350 vehicles recorded using the service. Over the weeks, the usage has remained steady around 750 cars per week. That's approximately 3,000 cars per month.

The City received overwhelmingly positive feedback regarding the program and many requests were made to continue the program post construction. The City subsequently approved a six-month demonstration period to determine the viability of the on-street valet program. The services for the demonstration period are set to expire in February 2019. Staff committed to return with the results of the demonstration and an RFP for the Committee to consider if it is agreed that the services should continue to function as part of the parking eco-system.

The BSD program offered complimentary valet services for the first two hours with a \$5 charge for each additional hour. As the City and staff considered the continuation of this service, there was agreement that to continue the program, there would have to be a fee charged for the first two hours. The agreed upon fee was \$5 for the first two and \$5 for every additional hour. Also, the number of available stands was reduced from five to two, given that the demand would lessen post construction of Old Woodward Ave. The Hamilton stand was kept, as it produced the highest numbers and it is the most popular of all locations. The second location was in front of Keller Williams / Rivage Day Spa located next to Chase Bank. This location is centrally located and is in the heart of the downtown area. The number of complaints the City has received for not having a place to park has been significantly minimized as a result of having this alternative for people to choose from.

Ms. Champagne suggested they have valet service in place when the next construction project starts on W. Maple Rd. That way, people will know there is always a place to park and be comfortable with using valet. Additionally, she explained that the Marketing Committee is planning to create a new map of the City. The map should show for visitors the locations of valet services.

Ms. Gunter asserted that going forward if the committee decides to release the RFP and move ahead with the valet services, a more intentional marketing and advertising campaign will likely increase the usage overall.

At 8:01 a.m. there were no comments from members of the audience.

Ms. Gunter said she has added some elements of the scope of work to the RFP and wanted to verify that they meet the Committee's expectations. There were no edits from the Committee members. She went on to explain that to support the program for a six-month period would cost \$36,000. The BSD has committed funding for the six months totaling \$10,000, as this program has a direct positive benefit to the merchants. The Parking Enterprise Fund would contribute the

remaining \$26,000. The APC would authorize the RFP for a minimum of one year with options to renew for an additional two years.

**Motion by Ms. Champagne**

**Seconded by Ms. Krueger to accept the results of the City sponsored valet services demonstration program and continue the program as on-going authorizing the release of the RFP for services at a minimum of one year with options to renew for an additional two years.**

**VOICE VOTE**

Yeas: Champagne, Krueger, Honhart, Kalczynski, Paskewicz, Vaitas

Nays: None

Absent: Yert

**Motion carried, 6-0.**

It was noted there are no other communities in Michigan that offer city sponsored valet and that makes Birmingham unique.

**6. PARKING GARAGE MANAGEMENT SERVICES SCOPE OF WORK**

Ms. Gunter advised that at the conclusion of the Downtown Parking Plan, a recommendation was made to move forward with a Competitive Bid process to establish a more comprehensive parking management agreement to govern operations of Birmingham's off-street parking facilities. It would be wise to codify the relationship that the City has with its Parking Management Services team. Currently SP+ has done a wonderful job of making sure the Parking System functions as smoothly as possible. Going forward the City wants to make sure the agreement is written out clearly, as it has been an unwritten understanding up to this point. The RFP will have a cost associated with services so it is clear what the value is for services the City is receiving from the Parking Management Services provided.

Staff has developed a proposed Scope of Work for these services and it is being put out as a competitive bid. They want to review other Parking Management services available that could potentially provide a more cost effective bid. The bids received will be reviewed by the committee that will make sure they are making the best decision for the City.

The APC is being asked to consider the elements included in the scope and discuss. In February, the final scope will be brought back to the committee and a request to release the RFP will be made at that time.

Responding to the Chairman, Ms. Gunter explained the current agreement with SP+ was established in 1991. All of those basics still exist in this proposed Scope of Work. The difference is that this Scope addresses some of the updated technology that didn't exist in 1991 and how that technology is governed. The roles and the expectations that are daily, weekly, monthly, and quarterly are also clearly articulated in the RFP.

Chairman Vaitas asked if the new agreement includes language that addresses personnel changes. Ms. Gunter said the Parking Manager does not necessarily have to be dedicated to Birmingham. They can have other responsibilities in the area and this will help keep our costs lower. However, the assistant parking manager would have to be dedicated to Birmingham so there is always someone present that knows the system and has some authority to make decisions for the City, but at a lesser rate.

The Chairman went on to ask if there are presently security guards in place. Ms. Gunter replied that enforcement personnel are present. It makes a lot of sense to have security moving through the garages so that people feel safe and also to provide some enforcement.

Ms. Honhart noted that she has always been impressed with the studies that SP+ has submitted as requested by the Committee as well as their suggestions for new equipment. Ms. Gunter pointed out that with the Smartking technology that will be instituted; much of that need for additional data will go away. A lot more information about what is happening in the structures from day to day will be available.

There were no comments from the audience at 8:15 a.m.

Dr. Paskewicz asked about how security is handled. Ms. Gunter replied that typically one to two employees drive around and observe what is happening in the structures. She left it open for applicants to define in their proposal how they would handle security. They can serve a dual role as ambassadors but also make sure that folks are following the posted rules.

Ms. Gunter summed up by saying that it is imperative to update the contract consistent with the environment that exists today, especially with respect to technology, roles, and responsibilities. This also provides the opportunity for the City to add services. Both parties are protected.

Ms. Honhart thought that defining the services may end up costing more because the City would be paying for every single line item.

Mr. O'Dell said that everything in the RFP is pretty straight forward and normal in the industry. Ms. Burch added the responses to the RFP will be from professional companies who will do what is required to get the job done without additional cost. Therefore she did not think that needs to be a concern.

Ms. Gunter indicated that next month the APC will be moving forward with the complete RFP.

## 7. BROOKSIDE DEVELOPMENT DROP-OFF AREA REQUEST

Ms. Gunter advised that the representatives of the Brookside Development have submitted a request to have two parking spaces removed for purposes of a curbside drop-off and pick-up area. They have requested that the APC review the request and make a recommendation to the City Commission.

Mr. Chris Longe, Architect for Brookside, recalled the condo development that was previously there had its own curb cut and parking area. That curb cut was omitted to provide the frontage needed for the Brookside building. Brookside gave up 12 ft. of their property to accommodate a potential Bates St. extension by the City. Under their present site plan, three additional parking spaces were added as a result of eliminating the curb cut. They are now requesting removal of two of those spaces for a pick-up, drop-off, and delivery area. There are 14 spaces within the building over and above what is needed for the residents.

Mr. Rick Rattner, Attorney for Brookside, confirmed that the required number of parking spaces in the building for the residents is 39 and they have provided 75 spaces. That works out to a net of 76 spaces.

Mr. Longe explained they are in the Parking Assessment District. The condo documents reflect that each condo unit receives two parking spaces. Additionally, there are 16 spaces available for use by the retail component of the building.

Ms. Gunter advised she needs to receive feedback from the Building Dept. with regard to the precedent that may be set for future developments. She agreed to get back to the Committee on what happened with the condos on Frank St. It was discussed that the yellow stripes in front of some other buildings are meant for no parking / no activity, given the limited site distance and turning radius required. That is the difference from this request. Ms. Gunter further noted that

currently the City does not have a drop-off policy. Dr. Paskewicz said there are a lot of things to look at such as that particular area of N. Old Woodward Ave., but also about how drop-offs are happening in the City. She pointed out the City's need for the two parking spaces that Brookside wants to take back may be increased by the requirements of the retail that is being added.

Mr. Rattner summed up his request with the following points:

- Brookside is in the Parking Assessment District and that was considered at the Site Plan Review;
- They gave the City 12 ft. of their property to reconfigure the street and add three parking spaces;
- Their retail is minimal: 5,000 sq. ft.;
- With a drop-off space the problem of cars stopping in the one available lane heading south is greatly relieved, a great safety factor;
- Brookside has added net to the amount of parking;
- He hopes the Committee will approve this request for a drop-off space.

Ms. Gunter will request that the Birmingham Police Dept. do an assessment regarding the safety argument, as well as a conversation with the Community Development Dept. based on alternatives that might be considered.

The Chairman pointed out that the Committee will need more information next month in order to make their decision.

## 8. MEETING OPEN FOR MATTERS NOT ON THE AGENDA

Ms. Gunter updated the Committee on the status of Parking Lot #6. The recommendation that was made by the APC to the City Commission was to maximize parking, waiving City regulations for private developments on its own property, and to move forward with the alternative that provides an additional 32 spaces. The Commission decided on a hybrid alternative that allows for the row of parking that is visible from the street to follow the City regulations by adding six tree islands. As a result Lot #6 would lose six parking spaces and net 26 spaces instead of 32.

Chairman Vaitas thought that 32 spaces weren't enough, so 26 spaces won't do it either. Dr. Paskewicz expressed her disappointment that a full size maple tree was taken out to allow a patio for the restaurant. Now they are saying that landscape trees are needed in Lot #6. Ms. Gunter said they are looking at having the engineer assess the opportunities and possibilities that exist; not to go against the direction of the Commission, but that may satisfy the intent. In that process she believes there is opportunity for conversation and discussions about the demand that exists in that lot.

Dr. Paskewicz suggested sending an inquiry to the Birmingham Shopping District as to their thoughts about the Farmers Market and what they have run into because of the small available space.

Chairman Vaitas reported that on Thursdays and Fridays towards the end of the week Lot #6 becomes completely full. People get angry at each other because there is no place to park. What ends up happening is that people park along the yellow line at the back of the lot. He advises his patients to park there if nothing else is available. However, one of his patients received a \$30 ticket and brought it to him to reimburse. He went to the Police Dept. to plead his case and they dropped it to a \$10 meter violation. His point was that there is such a need for parking it is a shame the 32 spaces were not added.

Dr. Paskewicz added when her clients cannot find a parking space she suggests going down one of the side streets. However, that puts more cars into the neighborhood and that is a problem.

Ms. Krueger said that many people are in a rage because they can't find a space when they pull out of the lot. That could endanger pedestrians. She would rather be safer than have a tree.

Ms. Champagne received confirmation from Commander Albrecht that work is continuing on activating sensors on the parking meters. The meter batteries are being replaced on a quarterly basis.

Responding to Ms. Honhart, Ms. Gunter said she has found that none of the privately owned parking lots want to partner with the City to lease parking spaces. At this point she just hasn't found a solution that is viable.

The Chairman observed that at Maple Rd. and Pierce there used to be a wayfinding sign for parking that hasn't been there since the reconstruction. Ms. Gunter agreed to check with Engineering on that.

## 7. NEXT REGULARLY SCHEDULED MEETING

February 2, 2019

## 8. ADJOURNMENT

No further business being evident, the Chairman adjourned the meeting at 9:20 a.m.

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Assistant City Manager Tiffany Gunter



## MEMORANDUM

Office of the City Manager

**DATE:** February 6, 2019

**TO:** Advisory Parking Committee

**FROM:** Tiffany J. Gunter, Assistant City Manager

**SUBJECT:** On Street Valet Services Program: Vendor Recommendation

At the January 2, 2019 APC meeting, the committee accepted the results of the City sponsored valet services demonstration program and agreed to pursue the program as on-going authorizing the release of the Request for Proposals for services at a minimum of one-year with options to renew for an additional two years. The services for the demonstration period are set to expire at the end of February 2019.

A request for proposals was released on January 4, 2019 with bids due on January 21, 2019. Four bids were received. Three of the four bidders completed the required Cost Proposal worksheet provided in the RFP. One bidder was deemed non-responsive to the RFP.

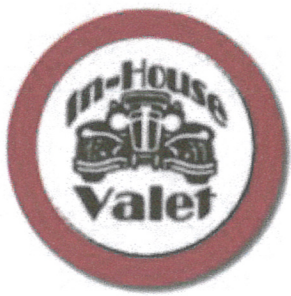
Vendor	One Year Agreement
In-House Valet, Inc.	\$78,000
SP+	\$103,107
The Transportation Network	\$401,824

The lowest bid was received from In-House valet. In-House valet is currently providing the City sponsored services and have done so professionally and efficiently. They are the lowest bidder for the RFP.

### SUGGESTED RECOMMENDATION:

To recommend the City Commission to approve an agreement with In-House Valet Services to support an on-going City sponsored valet operation in downtown Birmingham.





**In-House Valet**  
2802 Derby Road  
Birmingham, MI 48009  
Phone: 248-755-4082  
Fax: 248-614-6169  
E-mail: [inhousevalet@att.net](mailto:inhousevalet@att.net)  
Website: [inhousevaletparking.net](http://inhousevaletparking.net)  
Tax ID# 38-3473347

**City of Birmingham**  
**Tiffany Gunter**  
**151 Martin Street**  
**Birmingham, MI 48009**  
**Phone- 248-530-1827**  
**Email: [tgunter@bhamgov.org](mailto:tgunter@bhamgov.org)**

## **INTRODUCTION**

In House Valet has been part of the downtown Birmingham business landscape since 1992. Its founder, Steve Ferich has built a reputation on quality service and reliability. The Parking Service Industry is fast paced, responsive, and we take pride in the services we provide. Every In House Valet Employee is expected to adhere to a high standard of ethics and must provide the highest service possible to all clients. Our resume is filled with projects that are parallel to this current valet service the City Of Birmingham elected In House Valet to provide the valet parking service for its local merchants. Previous to the last construction project, In House Valet offered Valet Parking service in front of Biannci's Salon located on North Old Woodward for the city. This particular program was a test program to help with the city's current need to help lighten the impact of the lack of parking in the Downtown area. After a year of providing these services, the program was very popular with all of the local Merchants and shoppers in the surrounding area. The current program moved that stand to the city's proposed 2<sup>nd</sup> stand on Hamilton next to the Greek Islands restaurant. With this current program we also have been providing services in front of Keller Williams- Rivage Spa- Vinnotecca. In House Valet has also provided the Birmingham Shopping District all of its Holiday and special event Valet Parking programs.

### **Proposal for March 2019- March 2020 City of Birmingham Valet Parking Services**

1. In House Valet will provide valet parking services at 2 said locations in the City of Birmingham. Hours of operation will be Monday-Saturday, 10:00Am-6:00PM. The first two hours of valet service will cost \$5 and an additional \$5 per hour thereafter. Employees will insert time of arrival on ticket to track of number hours parked with city.
2. Valet Services Personnel: In House Valet will provide two (2) parking attendants for each valet parking location during the 10:00AM-6:00PM daily work shift. A designated supervisor will be located at each location. A Management supervisor will be available to oversee both locations from said times of 10am-6pm daily.
3. Reporting: In House Valet will track and report daily transactions for each location on a weekly basis to City of Birmingham.
4. Areas of Operation -Areas of operation will be as follows: Stand # 1 – East side of South Old Woodward Ave. and south of Brown Street. Stand # 2- North Side of Hamilton Row and west of Park street. Drop Off and Pick Up
5. DROP OFF AND PICK-UP

Procedures for Drop off and pick up of customer's vehicle's will be as follows:

Upon vehicle drop off, In House Valet will greet guests, mark tickets with arrival time, get customer name, phone number in case of needed contact, and inspect vehicle for any existing damage. All damage found will be pointed out to

customer and marked on vehicle ticket in the appropriate area. Staff member will then park the vehicle at designated parking area for that particular stand. Staff member will also provide customer with a phone number for the ability to text ahead for customers vehicle. Staff will also not stage any vehicles in drop off and retrieval areas.

In House Valet Staff will park customers vehicles at said locations:

Stand # 1 vehicles will be parked in the Pierce City parking garage adjacent to this location. In House Valet will request to reserve 15-20 spaces in a secure area.

Stand # 2 vehicles will be parked in the Park street garage ( 10 reserved spaces) on the North side of garage and 6 metered spaces on Oakland Blvd next to garage. With metered spaces, In House Valet can create 2-3 more spaces for a total of 8-9 spaces.

Upon Pick up of customer's vehicle, staff will either retrieve claim number from guest either via text or from the guest handing ticket stub to staff member where then he or she will retrieve vehicle from designated parking area. At this time staff member will calculate time of stay for customer and charge accordingly.

The plan for accommodating late returning customers will be as follows: It will be protocol for In House Valet Staff to inform guest hours of operation and inform them the procedure to retrieve their vehicle . Staff will also attempt to text or call customer to inform them where they can retrieve their vehicle if late. Any guest who returns past hours of operation will be instructed to pick up their vehicle at the Townsend Hotel or Cameron's Steak House .....Both properties are controlled by In House Valet. Signage will also have hours of operation posted. A "text ahead" business card will be giving to guest with number to text valet attendant that they will be needing vehicle at giving time.

#### 6. Security

All vehicles parked by In House Valet will be securely locked at location and keys to be stored at the secure valet podium located at each valet location.

#### 7. Valet Runners

In House Valet will be responsible for providing transportation for Valet staff, if necessary. Outline of operation as of now does not require any extra transportation for staff. If operation is amended, (by the City of Birmingham) pricing will be amended as needed for this service

#### 8. Claim Tickets

In House Valet will provide a 3 part claim ticket for the Valet Parking program .

#### 9. Vehicle and Key Accountability:

A daily accounting of all activity will be recorded and turned into the City of Birmingham on a weekly basis and keys will be kept in a secure valet podium

#### 10. Claims

In House Valet will be responsible for any claims that arise from Valet Parking Program. A written report will be created from any incidents that arise from daily activity. In House Valet will not be responsible for any vehicle left over in designated areas where guest refuses or suggests we leave vehicle in any other area than the 2 said locations mentions in paragraph 5.

11. Customer Complaints

In House Valet will respond to all complaints and will copy the City of Birmingham on said complaints. In House Valet responds to all complaints on the same day as reported with a phone call to customer from a supervisor of In House Valet.

12. Driving Requirements

In House Valet Employees are trained to follow and obey all traffic laws, rules and regulations. All In House Valet are already licensed with the city of Birmingham.

13. Uniforms

In House Valet supplies all employees with uniforms for all seasons with In House Valet logo inserted on all gear

14. Storage of vehicles

Fortunately, In House Valet already operates out of several locations in the City of Birmingham, and will be utilizing its office space at the Townsend Hotel for all of its operations throughout the city. Location one ( Hamilton Stand would require the first level north side of the Park street garage as well as the Oakland street parking that In House Valet is currently utilizing for construction program. For the South Old Woodward location , In House Valet requests that we keep the 15-20 spaces on the first level of the southwest side of the Pierce Structure.

15. Signage & Equipment

In House Valet will provide the following for each valet stand location:

- 100 key Valet Podium stand with Umbrella inserted
- 1 A-Frame sign with customized signage inserted with City of Birmingham LOGO / IN HOUSE VALET LOGO
- 4 valet parking cones
- 3-part tickets for inventory
- Text Ahead Business card

16. 3 client references from past projects:

City of Birmingham – 248-530-1200

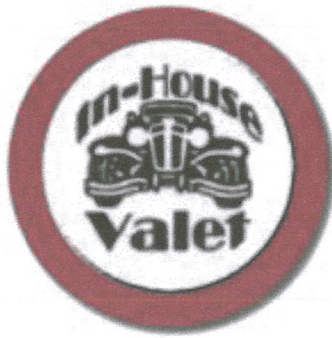
Phenicia Restaurant- 248-644-3122

Townsend Hotel – 248-642-7900

17. Economics of proposal

In House Valet proposes to charge each vehicle parked \$ 5 per vehicle for the first two hours and an additional \$ 5 per hour thereafter.

City of Birmingham to supplement In House Valet \$ 750 for each location per week to be billed weekly to the City of Birmingham . Total of \$1,500 weekly / \$ 78,000 annually –



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In House Valet has been the exclusive valet parking service to some of the highest quality establishments in the area. Our service spectrum includes directional and valet parking for many other events. We managed the directional parking for both the Ryder Cup and PGA golf tournaments at Oakland Hills Country Club. We have also managed the annual Warrior Dash events held throughout the United States. Below is our client list:

**Business References**

- Townsend Hotel – Birmingham, MI – **since 2000 – 248-642-7900**
- Big Rock Chop House – Birmingham, MI- **since 1992 – 248-647-7774**
- The Reserve- Birmingham, MI- **since 2006**
- Cameron's Steak House -Birmingham, MI- **since 2015**
- Forest Grill –Birmingham, MI- **since 2008**
- The Community House- Birmingham, MI- **since 2009**
- Tallulah – Birmingham, MI- **since 2010**
- Notting Hill of West Bloomfield
- Detroit Pistons- Auburn Hills, MI **since 2014**
- Light house of Oakland County- Pontiac, MI
- Yatooma Foundation- Birmingham, MI
- Juvenile Diabetes Foundation-Southfield, MI

*Contact information available upon request*

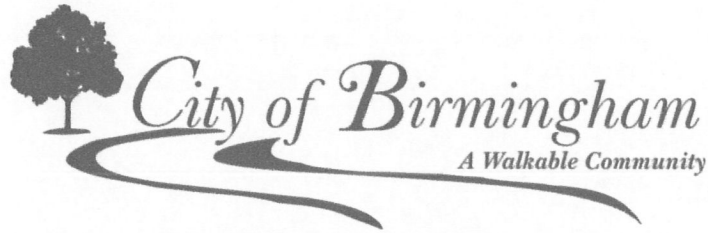
Thank you again for this opportunity to propose our valet parking service to help with your parking needs.

Steve Ferich  
In House Valet Inc.  
2802 Derby  
Birmingham, MI 48009  
248-755-4082  
Fax: 248-614-6169

Email: [inhousevalet@att.net](mailto:inhousevalet@att.net)

Website: [www.inhousevalet.net](http://www.inhousevalet.net)





## ATTACHMENT A - AGREEMENT

### Valet Parking Services during Old Woodward Reconstruction

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This AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the City of Birmingham (hereinafter sometimes called "the City"), having its principal municipal office at 151 Martin Street, Birmingham, MI, and \_\_\_\_\_, having its principal office at \_\_\_\_\_ (hereinafter called "Contractor"), provides as follows:

#### WITNESSETH:

**WHEREAS**, the City has heretofore advertised for bids for the procurement and performance of services required for Valet Parking in downtown Birmingham and in connection therewith has prepared a request for sealed proposals ("RFP"), which includes certain instructions to bidders, specifications, terms and conditions.

**WHEREAS**, the Contractor has professional qualifications that meet the project requirements and has made a bid in accordance with such request for cost proposals to perform Valet Parking Services.

**NOW, THEREFORE**, for and in consideration of the respective agreements and undertakings herein contained, the parties agree as follows:

1. It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to perform for Valet Parking Services in downtown Birmingham. The Contractor's cost proposal dated \_\_\_\_\_, 2019 shall be incorporated herein by reference and shall become a part of this Agreement, and shall be binding upon both parties hereto.
2. The Contractor's Proposal shall be incorporated herein by reference, shall become a part of this Agreement, and shall be binding on the parties hereto. In the event there is a conflict between the Proposal and this Agreement, this Agreement shall control.
3. This Agreement shall be for duration of the reconstruction commencing on the date the City executes this Agreement. If changes to the existing terms are sought, an amendment to the Agreement must be prepared and signed before any changes are effective.

4. Notwithstanding the foregoing term, either party may terminate this Agreement for any or no reason upon a thirty day (30) notice to the other party. If the City terminates the Agreement under this paragraph, Contractor will be compensated for any work already performed up to the date of termination. However, Contractor shall not perform any new work or incur new costs after the City's notice of termination unless specifically authorized by the City.
5. The City shall pay the Contractor for the performance of this Agreement in an amount not to exceed \_\_\_\_\_, as set forth in the Contractor's \_\_\_\_\_, 2019 cost proposal.
6. This Agreement shall commence upon execution by both parties, unless the City exercises its option to terminate the Agreement in accordance with the Request for Proposals.
7. The Contractor shall employ personnel of good moral character and fitness in performing all services under this Agreement.
8. The Contractor and the City agree that the Contractor is acting as an independent Contractor with respect to the Contractor's role in providing services to the City pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Contractor nor its employees shall be construed as employees of the City of Birmingham ("City"). Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the City nor the Contractor shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Contractor shall not be entitled or eligible to participate in any benefits or privileges given or extended by the City, or be deemed an employee of the City for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the City.
9. The Contractor acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Contractor recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the City. Therefore, the Contractor agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Contractor shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Contractor further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.

10. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan. The Contractor agrees to perform all services provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.
11. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.
12. This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made by the Contractor without the prior written consent of the City. Any attempt at assignment without prior written consent shall be void and of no effect.
13. The Contractor agrees that neither it nor its sub-Contractors will discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight or marital status. The Contractor shall inform the City of all claims or suits asserted against it by the Contractor's employees who work pursuant to this Agreement. The Contractor shall provide the City with periodic status reports concerning all such claims or suits, at intervals established by the City.
14. The Contractor shall not commence work under this Agreement until it has, at its sole expense, obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with carriers acceptable to the City.
15. The Contractor shall maintain during the life of this Agreement the types of insurance coverage and minimum limits as set forth below:
  - A. Workers' Compensation Insurance: Contractor shall procure and maintain during the life of this Agreement, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
  - B. Commercial General Liability Insurance: Contractor shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent.
  - C. Motor Vehicle Liability: Contractor shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault

coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

- D. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be *Additional Insureds*: City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.
- E. Professional Liability: Professional liability insurance with limits of not less than \$1,000,000 per claim if Contractor will provide service that are customarily subject to this type of coverage.
- F. Owners Contractors Protective Liability: The Contractor shall procure and maintain during the life of this contract, an Owners Contractors Protective Liability Policy with limits of liability not less than \$3,000,000 per occurrence, combined single limit, Personal Injury, Bodily Injury and Property Damage. The City of Birmingham shall be "Name Insured" on said coverage. Thirty (30) days Notice of Cancellation shall apply to this policy.
- G. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance (and Professional Liability Insurance, if applicable), as described above, shall include an endorsement stating the following: "Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal, shall be sent to: City of Birmingham, 151 Martin Street, Birmingham, MI 48009.
- H. Proof of Insurance Coverage: Contractor shall provide the City at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City, as listed below.
  - 1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;
  - 2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
  - 3) Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
  - 4) Two (2) copies of Certificate of Insurance for Professional Liability Insurance;
  - 5) If so requested, Certified Copies of all policies mentioned above will be furnished.



- I. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Contractor shall deliver renewal certificates and/or policies to the City at least (10) days prior to the expiration date.
- J. Maintaining Insurance: Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the Agreement, the City may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the City shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.
13. To the fullest extent permitted by law, the Contractor and any entity or person for whom the Contractor is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or others working on behalf of the City.
14. If, after the effective date of this Agreement, any official of the City, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Contractor, the City shall have the right to terminate this Agreement without further liability to the Contractor if the disqualification has not been removed within thirty (30) days after the City has given the Contractor notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.
15. If Contractor fails to perform its obligations hereunder, the City may take any and all remedial actions provided by the general specifications or otherwise permitted by law.
16. All notices required to be sent pursuant to this Agreement shall be mailed to the following address:
- City of Birmingham  
Attn: Assistant City Manager  
151 Martin Street  
Birmingham, MI 48009
17. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit

Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL§600.5001 et. seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.

18. FAIR PROCUREMENT OPPORTUNITY: Procurement for the City will be handled in a manner providing fair opportunity for all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City.

**IN WITNESS WHEREOF, the said parties have caused this Agreement to be executed as of the date and year above written.**

**WITNESS:**

\_\_\_\_\_

**CONTRACTOR:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**CITY OF BIRMINGHAM**

Approved:

\_\_\_\_\_  
Tiffany J. Gunter, Asst. City Manager  
(Approved as to substance)

\_\_\_\_\_  
Joseph A. Valentine, City Manager  
(Approved as to substance)

\_\_\_\_\_  
Mark Gerber, Director of Finance  
(Approved as to financial obligation)

\_\_\_\_\_  
Timothy J. Currier, City Attorney  
(Approved as to form)



**ATTACHMENT B - BIDDER'S AGREEMENT**  
**City Sponsored Valet Parking Services**

In submitting this proposal, as herein described, the Contractor agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

Steve Ferich 1/21/19  
PREPARED BY DATE  
(Print Name)

President / Owner / Operator  
TITLE

[Signature] inhouseVALET@ATT.net  
AUTHORIZED SIGNATURE E-MAIL ADDRESS

IN- House- VALET inc.  
COMPANY

2802 Derby Rd, Birmingham MI 48009  
ADDRESS PHONE

(N.A.) 248-755-4082  
NAME OF PARENT COMPANY PHONE

ADDRESS



### ATTACHMENT C - COST PROPOSAL

#### City Sponsored Valet Parking Services

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

**Attach technical specifications for all proposed materials as outlined in the Contractor's Responsibilities section of the RFP**

COST PROPOSAL	
ITEM	BID AMOUNT
Materials & Equipment	\$ included
Labor	\$ included
Miscellaneous (Attach Detailed Description)	\$ included
<b>TOTAL BID AMOUNT</b>	\$ <u>                    </u>
ADDITIONAL/OPTIONAL BID ITEMS	
STAND # 1	\$ 750 weekly
STAND # 2	\$ 750 weekly
<b>GRAND TOTAL AMOUNT</b>	\$ 1,500 A week

UNIT COST BID ITEMS	
	\$ 78,000 per Year

Firm Name IN House VALET

Authorized signature [Signature] Date 1/21/19



**ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM**  
**City Sponsored Valet Parking Services**

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

Steve Ferich 1/21/19  
**PREPARED BY** **DATE**  
(Print Name)

President / owner / operator  
**TITLE**

[Signature] inhouseVALET@ATT.net  
**AUTHORIZED SIGNATURE** **E-MAIL ADDRESS**

IN-4ouse-VALET inc  
**COMPANY**

2802 Derby Rd, Birmingham, MI 48009  
**ADDRESS** **PHONE**

(NA) 248-755-4080  
**NAME OF PARENT COMPANY** **PHONE**

38-3473347  
**ADDRESS**  
**TAXPAYER I.D.#**



# 74077

**PLACE ON CAR**

**OFFICE STUB** 74-077

<b>OUT</b>	
<b>IN</b>	
<b>AMOUNT</b>	

License No. ....

**CLAIM CHECK** 74-077  
See Reverse Side  
for Conditions

**THANK YOU FOR YOUR PATRONAGE**  
STOCK NO. 3  
Premier Southern Ticket Co., Cincinnati, Oh. (OVER)



Black  
Blue  
Brown  
Gold  
Gray  
Green  
Red  
Silver  
Tan  
White  
Yellow

Acura  
Audi  
B.M.W.  
Buick  
Cadillac  
Chevrolet  
Chrysler  
Dodge  
Ford  
Foreign  
Honda

Hyundai  
Infiniti  
Jaguar  
Jeep  
Lexus  
Lincoln  
Mazda  
Mercury  
M-Benz  
Mitsubishi  
Nissan

Olds.  
Plymouth  
Pontiac  
Porsche  
Saab  
Saturn  
Subaru  
T-Bird  
Toyota  
Volks.  
Volvo

☐ Convert.   ☐ St. Wagon   ☐ Compact   ☐ Truck

#### DAMAGE NOTED UPON ENTRANCE



FRONT



LEFT SIDE



REAR



RIGHT SIDE

## OUT IN

Although reasonable care is given, cars are parked at owners risk. The management assumes no responsibility for any articles left in auto, or for loss by theft of any auto or part thereof, or for loss by fire, or for any damage, caused by trespassers, patrons of the company or otherwise.

Cars driven, called for, or delivered at the owners risk, and any person so driving becomes the agent of the owner solely. Presentation of this claim check shall release the management from the responsibility relative to identification of owner.

All claims for adjustment must be presented before vehicle is taken from facility.









## TEXT AHEAD FOR YOUR VEHICLE

Valet Attendant \_\_\_\_\_

Valet Phone # \_\_\_\_\_

**For your convenience In-House Valet is providing our guest with a phone number to text ahead for their vehicle.**

please remember hours of operation are 10am - 6pm



## MEMORANDUM

Office of the City Manager

**DATE:** February 6, 2019

**TO:** Advisory Parking Committee

**FROM:** Tiffany J. Gunter, Assistant City Manager

**SUBJECT:** Scope of Services: Parking Management Services

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At the January 2, 2019 meeting the Advisory Parking Committee was presented with a draft scope of services to evaluate to initiate a competitive bid process for Parking Management Services. The successful bidder will have responsibility for the management and operations of our City owned off-street parking facilities for a minimum of three years with options to renew for future years. At that meeting, the APC was advised that the final Request for Proposal would be presented at the February meeting with a request to recommend the document for release. If approved today, the RFP will be released on Friday, February 8, 2019. The deadline for receipt of bids would be set for March 8, 2019. The recommendation for the proposal that brings the best value to the City will be presented to the committee at the April 2019 meeting for consideration.

The contract for parking management services has not been updated since 1991. The purpose of this solicitation is to address many items that weren't included in the original scope and ensure that the cost for these services remains competitive. Key items included in the scope that weren't outlined in the current contract include greater clarity in the following areas:

- Expectations of Management Staff to ensure key management personnel is dedicated to the City of Birmingham during business hours;
- Revenue Control and Program Management specifications to increase internal control protocols, which involves the new technology that didn't exist when the original contract was drafted;
- Specifications for cleaning and maintenance of the facility and equipment to support off-street parking are articulated clearly with a sample checklist provided for daily, quarterly, and annual activities; and
- Customer service and appearance guidelines for all employees are set forth in the RFP.

There was some discussion in January regarding the need for a particular level of security in the parking garages. The section has been narrowed significantly given that the security personnel, while needed to ensure enforcement and compliance with rules, is expected to serve as support to patrons for wayfinding and traffic management.

Staff believes that the RFP is comprehensive and clear. Once the parking management services contract is finalized, the committee can begin moving forward with the recommendations as provided in the Parking Strategies Report completed in Fall 2018.

**SUGGESTED RECOMMENDATION:**

To direct staff to release the RFP for Parking Management Services on February 8, 2019.



## **REQUEST FOR PROPOSALS OFF STREET PARKING MANAGEMENT SERVICES**

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Sealed proposals endorsed **“OFF-STREET PARKING MANAGEMENT SERVICES”**, will be received at Birmingham City Hall, ATTN: Tiffany J. Gunter, 151 Martin Street, Birmingham, Michigan, 48009; until **Friday, March 8, 2019 at 4:00 PM** after which time bids will be publicly opened and read.

The City of Birmingham, Michigan is accepting sealed bid proposals from qualified professional firms and/or contractors for Off- Street Parking Management Services in downtown Birmingham. This work must be performed as specified in accordance with the specifications contained in the Request for Proposals (RFP).

The RFP, including the specifications, may be obtained online from the Michigan Inter-governmental Trade Network at <http://www.mitn.info> or at Birmingham City Hall, 151 Martin Street, Birmingham, Michigan. ATTENTION: City of Birmingham, Assistant City Manager, Tiffany J. Gunter.

The acceptance of any proposal made pursuant to this invitation shall not be binding upon the City of Birmingham until an agreement has been executed.

<b>Submitted to MITN:</b>	<b>Friday, February 8, 2019</b>
<b>Deadline for Submissions:</b>	<b><u>Friday, March 8, 2019 at 4:00 PM</u></b>
<b>Contact Person:</b>	Assistant City Manager, Tiffany J. Gunter 151 Martin Street Birmingham, MI 48009 Phone: 248-530-1827 Email: <a href="mailto:tgunter@bhamgov.org">tgunter@bhamgov.org</a>



## REQUEST FOR PROPOSALS OFF STREET PARKING MANAGEMENT SERVICES

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## **INTRODUCTION**

For purposes of this request for proposals the City of Birmingham will hereby be referred to as “the City” and the private firm or person will hereby be referred to as “Contractor.”

The City is accepting sealed bid proposals from qualified professional firms and/or contractors for Off Street Parking Management Services in downtown Birmingham. This work must be performed as specified, in accordance with the specifications outlined by the Scope of Work contained in this Request for Proposals (RFP).

During the evaluation process, the City reserves the right to request additional information or clarification from contractors, or to allow corrections of errors or omissions. At the discretion of the City, contractors submitting proposals may be requested to make oral presentations as part of the evaluation.

It is anticipated the selection of a Contractor will be completed by May 15, 2019. An Agreement for services will be required with the selected Contractor. A copy of the Agreement is contained herein for reference. Contract services will commence upon execution of the service agreement by the date specified by the City.

## **REQUEST FOR PROPOSALS (RFP)**

The purpose of this RFP is to request sealed bid proposals from contractors presenting their qualifications, capabilities and costs to provide Off Street Parking Management Services in downtown Birmingham.

## **INVITATION TO SUBMIT A PROPOSAL**

Proposals shall be submitted no later than **Friday, March 8, 2019 at 4:00 PM** to:

### **HAND DELIVERED:**

City of Birmingham  
ATTN: Tiffany J. Gunter, Assistant City Manager  
151 Martin Street  
Birmingham, Michigan 48009

### **MAILED:**

City of Birmingham  
ATTN: Tiffany J. Gunter, Assistant City Manager  
151 Martin Street  
Birmingham, Michigan 48009

One (1) original and two (2) copies of the proposal shall be submitted. *Also, include a digital copy of the RFP on a thumb drive in the packet.* The proposal should be firmly sealed in an envelope, which shall be clearly marked on the outside, **“Off-Street Parking Management Services”**. Any proposal received after the due date cannot be accepted and will be rejected and returned, unopened, to the contractor. Contractor may submit more than one proposal provided each proposal meets the functional requirements.

## **INSTRUCTIONS TO BIDDERS**

1. Any and all forms requesting information from the bidder must be completed on the attached forms contained herein (see Contractor's Responsibilities). If more than one bid is submitted, a separate bid proposal form must be used for each.
2. Any request for clarification of this RFP shall be made via the Michigan Intergovernmental Trade Network (MITN) no later than February 20, 2019 . Such request for clarification shall be answered via MITN, in writing, no later than 5 days prior to the deadline for submissions.
3. All proposals must be submitted following the RFP format as stated in this document and shall be subject to all requirements of this document including the instruction to respondents and general information sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the respondent.
4. The contract will be awarded by the City to the most responsive and responsible bidder who can best accomplish the requirements of the Scope of Work in an effective and cost efficient manner.
5. Each respondent shall include in his or her proposal, in the format requested, the cost of performing the work. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful company with tax exemption information when requested.
6. Each respondent shall include in their proposal the following information: Firm name, address, city, state, zip code, telephone number, and fax number. The company shall also provide the name, address, telephone number and e-mail address of an individual in their organization to whom notices and inquiries by the City should be directed as part of their proposal.



## **DESCRIPTION OF PARKING FACILITIES**

Birmingham's downtown parking system consists of roughly 4,944 publicly-owned spaces, of which 3,423 are contained in five (5) public parking structures, 1,272 are metered, on-street, and 391 are contained in five (5) surface parking lots. Two private, independently run, parking structures are also located in the CBD and additional private parking lots are used by the City on a temporary basis to expand supply and meet pressing demand from permit parkers.

The parking structures are currently operated by SP+, with oversight by the City Manager's Office. On-street parking meters are managed and enforced by the Birmingham Police Department. The overall system is overseen by the City Manager's Office, while a 9-member Advisory Parking Committee meets regularly to address parking issues and make recommendations to the City Commission.

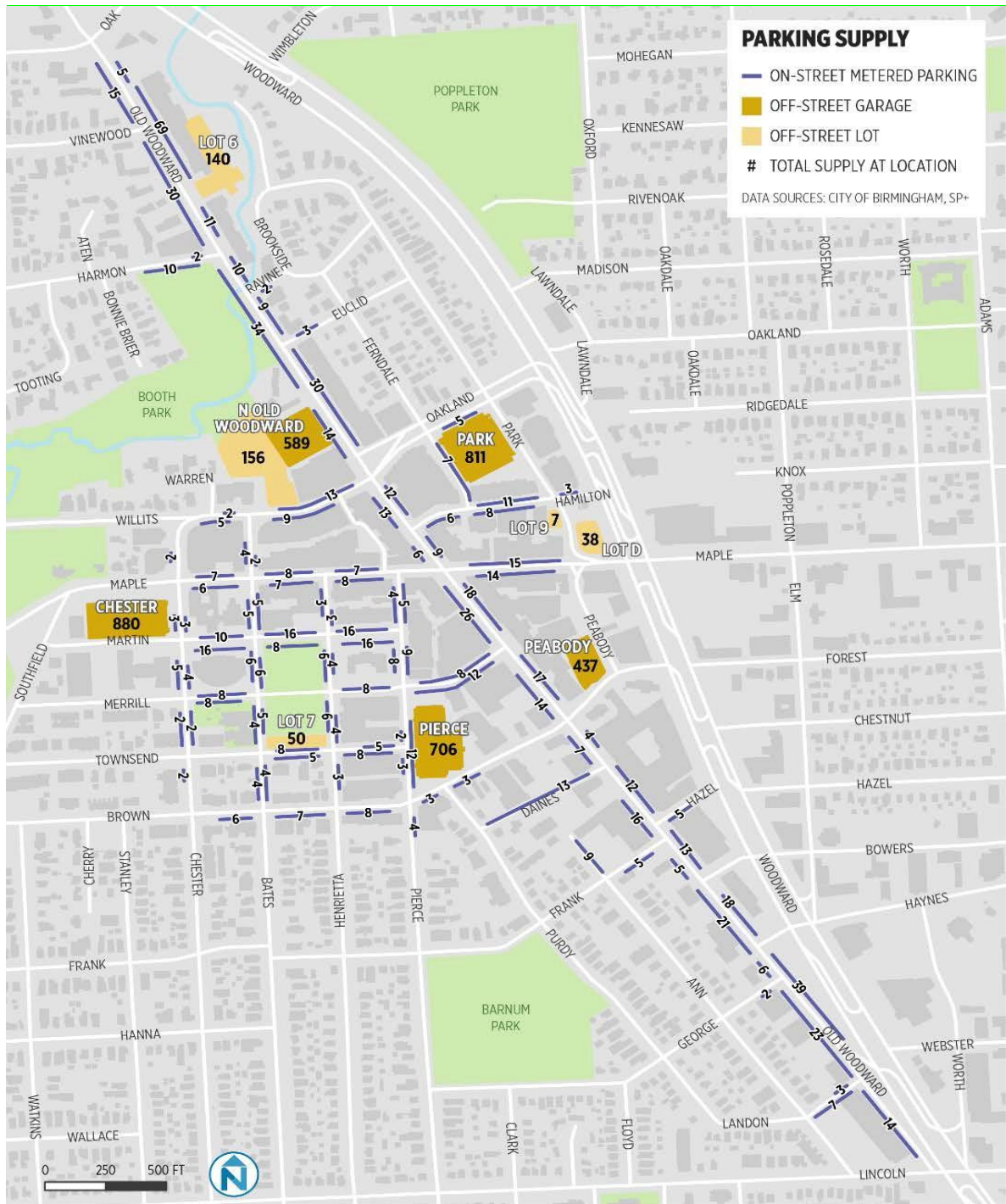
The City system is financed through an Enterprise Fund, which captures all parking revenue, with the exception of citation revenues, which go to the City's General Fund. The Enterprise Fund provides for cost recovery for day-to-day expenses, such as maintenance and operations, as well as capital investments that benefit the system on a long-term basis. Recent upgrades to system infrastructure include new traffic control equipment and Smart Meters throughout the CBD, which provide more payment options, real-time information, and operational efficiencies for both users and the City. New gate technology and signage have been added at all City garages to assist with real-time information and ease of ingress/egress.

Parking demand has been steadily increasing, particularly for long-term/monthly parking, largely due to increased demand from downtown employers and employees and a growing number of mixed-use developments that have added more built space to the downtown market. The recent trend in "open office" workspace configurations, which situate more employees in less building space, has accelerated the increase in parking demand at a pace that has exceeded the provision of new places to park. To manage this increased demand, the City has invested in public valet services, leased private facilities to manage public parking, and initiated a real-time information system to direct drivers to available parking options. The City has also adjusted permit and meter rates and is continually evaluating the technology, operations, and regulations in the parking system to ensure optimal system function and user experience.

## PARKING SUPPLY

Birmingham's downtown parking system consists of roughly 4,944 publicly-owned spaces, of which 3,423 are contained in five (5) public parking structures, 1,272 are metered, on-street, and 391 are contained in five (5) surface parking lots.

### Downtown Parking Supply



## PARKING GARAGES AND SURFACE LOTS

Five parking garages serve downtown Birmingham. At each, nearly half of the available spaces are set aside for hourly/daily parking, and the other half for permit parking. Chester is the largest, with a capacity of 880 spaces, while the Park and Pierce garages each have a capacity in the range of 700-800 spaces. The N. Old Woodward garage has nearly 600 spaces, plus another 156 spaces in an adjacent surface lot. The Peabody garage is the smallest garage in the system, with nearly 450 spaces. Collectively, the downtown garages provide just over 3,400 spaces.

Garage management and regulations generally seek to accommodate permit parkers on the upper levels, allowing for short-term, visitor parking on the lower levels. This is achieved by striping and signing transient parking spaces on the lower levels with white lines and the monthly parking spaces on the upper levels with yellow lines.

Free, 2-hour parking is promoted heavily through Birmingham Shopping District marketing materials and signage throughout downtown, with a goal of freeing up high-turnover on-street spaces and lowering the perception of a lack of available parking for downtown visitors.

The parking system also includes five surface parking lots, containing roughly 391 spaces, a little over half of which are managed as permit parking. The following table provides a summary of these off-street facilities and their respective parking capacities.

**Capacity of Parking System Garages and Surface Lots**

	# of Spaces		
	Hourly/Daily	Monthly	Total
<b>Garages</b>			
Pierce Garage	370	336	706
Park Garage	348	463	811
Peabody Garage	224	213	437
N. Old Woodward Garage	203	386	589
Chester Garage	370	510	880
<b>All Garages</b>	<b>1,515</b>	<b>1,908</b>	<b>3,423</b>
<b>Lots</b>			
N. Old Woodward Lot	156	-	156
Lot 6 Regular & Economy*	62	78	140
Lot 7	50	-	50
Lot 9	7	-	7
Lot D	-	38	38
Lot 12 (Leased)	-	138	138
<b>All Lots</b>	<b>275</b>	<b>254</b>	<b>529</b>
<b>All Off-Street</b>	<b>1,759</b>	<b>2,253</b>	<b>3,952</b>

\*Lot 6 is metered and allows for both transient and permit parkers, with 62 spaces reserved for short-term parkers. Lot 6 permit-holders may also park at nearby on-street meters.

## SYSTEM UTILIZATION – PARKING GARAGES

- During the peak lunch period, each of the City's five garages exceeds 90% utilization.
- The Park and Chester garages are at or near capacity (over 95% utilization) during the peak lunch period.
- The total number of parkers in the 5 garages skews in favor of non-permitted parkers, at roughly 57% of the total.
- Of these parkers, 26% are staying between 5 -12 hours (31% of the total for that duration), hinting at the number of commuters parking in the garages without monthly permits.
- The Chester garage is most heavily used by commuters and monthly permit holders, with the vast majority (73%) of users staying between 5 - 12 hours.
- Peabody and Pierce are used most heavily by short-term parkers, staying between 1 -4 hours, but still have a sizable portion (34%) of parkers staying between 5-12 hours.
- Park and N. Old Woodward experience an even distribution of short stay (1-4 hour) and all-day (5-12 hour) parkers.

## HOURS OF OPERATION

The parking garages must be controlled (as per the specifications listed herein) on weekdays, weekends and special events. The Contractor will provide the following minimum hours of operations:

Office Hours: Monday – Saturday 8 AM – 8 PM

Parking Garages: Monday- Saturday 12AM – 12AM (24 Hours)

No operations support: Sundays

Roof Top Valet Services: On call when garage reaches capacity.

## EVALUATION PROCEDURE AND CRITERIA

The evaluation panel will consist of Advisory Parking Committee Members, City staff and any other person(s) designated by the City who will evaluate the proposals based on, but not limited to, the following criteria which will be considered although, not exclusively in determining which firm is hired:

CRITERIA	MAXIMUM POINTS
<b>1. Written Proposal</b>	<b>100</b>
a. Qualifications and Experience	10
b. Management Approach: Staffing Operational Plan	30
c. Maintenance Plan – Routine, Cosmetic, Preventative	25
d. Transition Plan	30
e. Overall organization and clarity of proposal	5
<b>2. Costs</b>	<b>50</b>
a. Monthly Management Fee	40
b. As-Needed Services	10
<b>TOTAL</b>	<b>150</b>

## KEY DATES:

**Submitted to MITN:** Friday, February 8, 2019  
**Deadline for Submissions:** Friday, March 8, 2019 at 4:00 PM

## TERMS AND CONDITIONS:

1. The City reserves the right to reject any or all proposals received, waive informalities, or accept any proposal, in whole or in part, it deems best. The City reserves the right to award the contract to the next most qualified Contractor if the successful Contractor does not execute a contract within ten (10) days after the award of the proposal.
2. The City reserves the right to request clarification of information submitted and to request additional information of one or more Contractors.
3. The City reserves the right to terminate the contract at its discretion should it be determined that the services provided do not meet the specifications contained herein. The City may terminate this Agreement at any point in the process upon notice to Contractor sufficient to indicate the City's desire to do so. In the case of such a stoppage, the City agrees to pay Contractor for services rendered to the time of notice, subject to the contract maximum amount.
4. Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in the proposal.
5. The cost of preparing and submitting a proposal is the responsibility of the Contractor and shall not be chargeable in any manner to the City.
6. Payment will be made within thirty (30) days after invoice. Acceptance by the City is defined as authorization by the designated City representative to this project that all the criteria requested under the Scope of Work contained herein have been provided. Invoices are to be rendered each month following the date of execution of an Agreement with the City.
7. The Contractor will not exceed the timelines established for the completion of this project.
8. The successful bidder shall enter into and will execute the contract as set forth and attached as Attachment A.

## CONTRACTOR'S RESPONSIBILITIES

Each bidder shall provide the following as part of their proposal:

1. Complete and sign all forms requested within this RFP.
  - a. Bidder's Agreement (Attachment B)
  - b. Cost Proposal (Attachment C)
  - c. Iran Sanctions Act Vendor Certification Form (Attachment D)
  - d. Agreement (– **only if selected by the City**).
  - e. Maintenance Standards and Form of Maintenance Schedule (Attachment E)

- f. Minimum Qualifications Form (Attachment F)
2. Provide a description of completed projects (preferably projects working with municipalities similar to Birmingham) and other businesses that demonstrate the firm's ability to complete projects of similar scope, size, and purpose, and in a timely manner, and within budget.
3. Provide a written plan detailing the tasks set forth in the Scope of Work.
4. The Contractor will be responsible for any changes necessary for the plans to be approved by the City.
5. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project.
6. Provide a list of sub-contractors and their qualifications, if applicable.
7. Provide three (3) client references from past projects, include current phone numbers. At least two (2) of the client references should be for projects utilizing the same or similar services included in the Contractor's proposal.
8. Provide a project timeline addressing each section within the Scope of Work and a description of the overall project approach. Include a statement that the Contractor will be available according to the proposed timeline.

#### **CITY'S RESPONSIBILITY**

1. The City will provide a designated representative to work with the Contractor to coordinate both the City's and Contractor's efforts.
2. The City will be accessible to the Contractor during regular business hours as approved by the City's designated representative.

#### **SETTLEMENT OF DISPUTES**

The successful bidder agrees to certain dispute resolution avenues/limitations. Please refer to paragraph 17 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

#### **INSURANCE**

The successful bidder is required to procure and maintain certain types of insurances. Please refer to paragraph 13 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **CONTINUATION OF COVERAGE**

The Contractor also agrees to provide all insurance coverages as specified. Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the agreement, the City may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the contract amount. In obtaining such coverage, City shall have no obligation to procure the most cost effective coverage but may contract with any insurer for such coverage.

## **EXECUTION OF CONTRACT**

The bidder whose proposal is accepted shall be required to execute the contract and to furnish all insurance coverages as specified within ten (10) days after receiving notice of such acceptance. Any contract awarded pursuant to any bid shall not be binding upon the City until a written contract has been executed by both parties. Failure or refusal to execute the contract shall be considered an abandoned all rights and interest in the award and the contract may be awarded to another. The successful bidder agrees to enter into and will execute the contract as set forth and attached as Attachment A.

## **INDEMNIFICATION**

The successful bidder agrees to indemnify the City and various associated persons. Please refer to paragraph 13 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **CONFLICT OF INTEREST**

The successful bidder is subject to certain conflict of interest requirements/restrictions. Please refer to paragraph 14 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **EXAMINATION OF PROPOSAL MATERIALS**

The submission of a proposal shall be deemed a representation and warranty by the Contractor that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. Statistical information which may be contained in the RFP or any addendum thereto is for informational purposes only.

## **PROJECT TIMELINE**

February 8, 2019 – RFP RELEASED

March 8, 2019 – BIDS RECEIVED

April 3, 2019 – COMMITTEE RECOMMENDATION TO COMMISSION

May 2019 – CITY COMMISSION TO ACCEPT OR REJECT RECOMMENDATION

May 2019 – CONTRACT EXECUTION (IF APPROVED BY COMMISSION)



## **SCOPE OF WORK**

### **CONTRACT TERM**

The term of the Operating Agreement shall be for a period of five (5) years with two (2) consecutive one- year options to extend the Operating Agreement exercisable at the City's sole discretion.

### **LOCATION OF SERVICES**

The City of Birmingham, MI intends to enter into an Agreement with a qualified Contractor to provide parking management and operational services for the five (5) publicly owned parking structures and surface lot facilities in the downtown area. These facilities contain a total of 3,952 parking spaces and are all located in the mainstream of commercial business districts in the Downtown area. The City may include additional off-street parking sites, reduce and/or eliminate current sites at its discretion.

The successful Proposer shall provide all parking management services necessary to manage and maintain day-to-day operations of the City-owned parking facilities as to maximize revenues, while providing the highest standard of professional, courteous, and efficient services based on proven and effective operation and management practices in the parking industry.

### **OVERVIEW OF CONTRACTOR RESPONSIBILITIES**

Contractor responsibilities include hiring, training, and supervision of parking personnel, contracting security, and janitorial services to maintain City parking facilities in a safe comfortable manner; enter into maintenance contracts and/or hiring firms to repair Garage equipment and premises as needed.

Manage and operate the Facilities in an efficient, competent, expeditious, and courteous manner for the benefit and convenience of the Facilities' patrons and the City, while maximizing revenues and reducing operational costs, in accordance with the rates and charges, rules and regulations and operational procedures established or approved from time to time by the City. Contractor shall handle daily customer service issues with respect to, but not limited to, parking operations' questions, requests for monthly parking, facility parking enforcement questions, area directions, distribution of marketing/promotional materials (with approval of City).

Operate and maintain the Ski-Data Parking Access and Revenue Control System (PARCS) equipment in each garage.

Be responsible for hiring, training, and supervision of parking personnel, revenue collection, security, janitorial services, and equipment maintenance and repair services.

Be responsible for general maintenance, emergency repairs, security and other necessary services at all Facilities during non-business hours.

Contractor will hold account of record for Merchant ID's and be fully responsible for Payment Card (PCI) compliance. Contractor will be responsible for setting up and Maintaining 3rd Party vendor agreements with Credit Card Processing companies for the processing of credit card transactions as stipulated by the City.

Be responsible for collecting and delivering deposits of all parking fees and other revenues of Facilities on a daily basis to the City's designated bank account(s). Deposits shall be in accordance with the City's instructions and the deposit pick- up schedules.

Furnish managerial, supervisorial, and line staff to support the parking facilities.

### **MANAGEMENT AND PERSONNEL**

Onsite Manager: Contractor shall assign a full-time, on-site manager who is highly qualified and experienced to supervise the operation effectively and ensure business is conducted in an efficient, competent, expeditious, and courteous manner. This person shall have and maintain certification as a parking professional from an accredited organization such as the National Parking Association (NPA), or the International Parking Institute (IPI). The on-site manager must fully understand the functions of operating parking facilities, be knowledgeable about reporting software and be able to supply accounting and statistical data required of the operation. The on-site manager shall be available during normal operating hours as established by the City.

Onsite Assistant Manager: Contractor shall assign a full-time, on-site assistant manager who is highly qualified and experienced to supervise the operation effectively and ensure business is conducted in an efficient, competent, expeditious, and courteous manner. This person shall fully understand the functions of operating parking facilities, be knowledgeable about reporting software and be able to supply accounting and statistical data required of the operation. The on-site assistant manager shall be available during evening/weekend operating hours as established by the City. The onsite assistant manager must be exclusively assigned only to City of Birmingham parking facility locations during this contract.

Continuity of Key Personnel: The bidder shall be required to identify and contractually assign specific personnel through the successful implementation and completion of the contract. Any changes in onsite personnel from those proposed requires prior written approval of the City of Birmingham. Notwithstanding, the City reserves the right to force a change in the any of the Contractor's assigned personnel, if, in the

City's sole judgment, assigned personnel are not satisfying contractual requirements.

**Other Employees:** Contractor shall provide qualified employees to carry out Contractor's obligations, and shall appoint and retain at all times during the term of this Agreement such employees as may be necessary to manage and operate the Facilities in an efficient, competent, expeditious, and courteous manner. Contractor agrees to establish a system of pre-assignment and in-service training programs, such as operating procedure manuals, scheduled instructional programs and equipment for training employees. Such training programs shall be sufficient in scope to produce the high quality of service required hereunder.

## **REVENUE CONTROL/PROGRAM MANAGEMENT**

The selected Contractor will be required to fulfill obligations with respect to charging, collecting and depositing all parking charges collected during operation of the Facilities.

**Merchant ID and Taxpayers ID Accounts:** Contractor will hold account of record for Merchant ID's and be fully responsible for Payment Card (PCI) compliance. Contractor will be owner of the Garage's Merchant ID's (MID's) and Tax ID (TID's) accounts and responsible for setting up and maintaining third party vendor agreements with Credit Card Processing companies for processing City of Birmingham Credit Card transactions. All deposits will be deposited into the City's owned banking accounts.

**Revenue Collection:** Contractor shall be fully responsible for collection of all fees, operation and maintenance of automatic ticket dispensing machines, accounting for all revenue collected during normal operating hours or after-hours according to revenue collection procedures mutually agreed to by the Contractor and the City. Contractor shall collect revenue from members of the general public. The Contractor shall collect and process all cash, check and electronic (credit and debit card) payments, including all transient parking fees, monthly parking fees, and validation revenues due from the users of the Facilities. Contractor may deduct credit-card fees from Gross Revenue. Contractor shall, via electronic transfer, deposit all credit and debit cards end of the day settlements to the City's contracted financial institution within one (1) business day after close of each shift.

**PCI Compliance:** Contractor shall be responsible for the security of customer information to the most recent Payment Card Industry Data Security Standard (PCI-DSS) as updated by the Payment Card Industry Security Standard Council.

**Records:** Contractor shall maintain records, books and accounting systems, in the form approved by the City, of transactions related with all business operations. Contractor shall provide to the City an accurate statement or report of daily transactions, including credit card fees, and other reports in such form and cycle required by the City.

Audit Control: Contractor shall conduct on an unannounced basis, an annual comprehensive audit of its cashiers and fee computer receipts and shall report findings to the City. Contractor shall conduct monthly card key reconciliation and provide City with summary report. The City will reserve the right to request at Contractor's expense, an audited financial statement at any time and to audit all financial statements and examine all books, records, documents, and other data related to operation of the Parking Facilities.

Merchant Validation Programs: Manage and promote merchant validation programs at City Facilities. Contractor shall work with the City, or a designated entity, to maintain and provide merchant validation programs at any of the City's Facilities. Contractor may be asked to keep records and submit bills for the number and value of redeemed validations, and produce accurate monthly reports to City. This program shall be managed by Contractor, coordinating its operation with the City or its designated entity in cooperation with merchants and public parking garages to support economic activity by providing validation stamps to reduce parking costs.

Parking Permit System Management: The City presently issues over 3,000 monthly permits to residents, firms, and employees for the City's off-street parking facilities. The Contractor will be responsible for all aspects of the purchase, implementation, operation and management of the parking management permit system. The Contractor will supply the system and adequate staff, as agreed to by the City, to administer the system. The Contractor should include a proposal for the provision, implementation, and management of a web-based permitting system.

## **FACILITY AND EQUIPMENT MAINTENANCE**

Cleaning of Facilities: Contractor shall be required to maintain the Parking Facilities in a clean, hygienic, and attractive condition by adhering to the Maintenance Checklist (see Attachment E). The Maintenance Checklist includes daily routine cleaning of all premises related to the operation including: stairwells, pedestrian walkways, common areas, elevators and elevator lobbies, entry ways, sidewalk locations adjacent to garage facilities, and emptying of trash receptacles, as well as power sweep (electric equipment), steam clean of facilities and degrease of driveways, stairwells, and other designated pedestrian walkways at least twice per year.

### **Daily Maintenance**

Litter cleaning includes picking up and removal of all litter, debris, bottles, cans, and other extraneous material from the Facility, landscaped areas adjacent to the Facility, ramps, and sidewalk areas next to ramps and adjacent to Facility, and the emptying and disposal of contents of all waste receptacles in Facility.

Contractor shall on a daily basis; perform litter cleaning, power broom and hand sweeping, mopping and cleaning, and graffiti abatement at each of the Facilities.

Contractor shall on a daily basis; sweep, dust mop and mop all floors of all Facilities, empty all waste containers and replace trash liners in all trash receptacles as necessary with prior City approval as set forth below; clean entrance doors and surrounding glass removing smudges and streaks; sweep and/or mop stairwells; sweep and/or mop entrance and walkways; secure all doors and windows, and set alarms.

#### Routine Maintenance Duties

Contractor shall power broom or hand-sweep the parking decks, entrance ramps, sidewalks in and next to entrance ramps and driveways of each Facility thoroughly. Elevator floors, stairs, stairwells, halls, corners, areas between rows of wheel stops or wheel stops and curbs, and any other areas inaccessible to the power broom shall be thoroughly hand swept. Interior walls, corners, ceilings, and fixtures shall be cleaned of cobwebs, dust, loose soil, and prompt removal of pigeon nests and droppings from floors and all accessible surfaces.

Contractor shall scrub and rinse as needed interior facility wall; thoroughly mop stairs and stairwells, and spaces between steps and walls and under steps shall be cleaned of residue. The interior liners of all waste receptacles shall be scrubbed and disinfected to ensure that they are clean and odor-free. Appropriate detergents and cleaners shall be used in cleaning as necessary.

Contractor shall on a weekly basis in all Facilities dust baseboards, ledges and windowsills; dust all desks, chairs, counters, shelves, bookcases and file cabinets in Parking offices and spot clean painted walls and partitions.

Steam cleaning as needed in specific areas, including but not limited to all sidewalks and interior and exterior stairwells, elevators, vehicle and pedestrian access areas shall be performed on a quarterly basis and each entire Garage on a semi-annual basis with industrial steam cleaning equipment. At the discretion of the City, steam cleaning may be required to be performed less frequently if the facility, including sidewalks and stairwells, is maintained in a clean and orderly state.

#### Graffiti Removal and Painting

Contractor shall abate graffiti at any Facility within 24 hours of appearance.

Contractor shall clean all interior and exterior surfaces of Facilities and applicable parking lot areas affected by graffiti and repaint with matching color of surface or paint.

Contractor shall maintain the striping of the floors and surfaces and all such directional markings within the Parking Facilities as are necessary to facilitate the safe movement and parking of vehicles.

Contractor shall perform cleaning, sweeping and striping of floors; cleaning and painting of elevator walls and cleaning and painting of interior curbs and drive aisles. (Particularly when such surfaces have been marred by graffiti or other forms of vandalism).

Routine Maintenance, Sweeping and Facility Repairs: Contractor agrees to maintain the Parking Facilities by providing periodic routine maintenance and repairs in order to keep the Garage equipment operating in a safe and efficient manner. Some maintenance includes but is not limited to collecting trash within and surrounding the Parking Facilities, cleaning light fixtures, replacing light bulbs, cleaning facility storage rooms, bio-swell areas, and the Parking Contractor's office areas, as well as power sweep (electric equipment), steam clean facilities and degrease driveways, stairwells, and other designated pedestrian walkways at least twice per year. Contractor shall be responsible for the pay and cost of all routine maintenance, and facility repairs as noted in (Attachment E) Maintenance Standards and Form of Schedule.

#### Minor Repair

Other maintenance duties Contractor shall perform include: Replacing bulbs, monitor fire extinguishers and hose boxes for good working order; and report malfunctions to the Office of the City Manager.

Contractor shall monitor and check elevators in parking garages and report any malfunction to authorized City representatives. Contractor shall notify the City of major equipment malfunctions that cannot be repaired by parking operations staff or extend beyond the normal service calls of the equipment maintenance company.

Contractor shall take all reasonable and prudent Emergency Actions necessary to protect people and property from injury, loss or damage and, if appropriate, to avoid further injury, loss or damage, upon discovering any condition in a Parking Facility that has caused or that threatens to imminently cause such injury, loss or damage. Such Emergency Actions shall include, but not be limited to; posting signs/notices, erecting signs, barricades, lights and other warning devices.



Contractor shall inform the City immediately of any such emergency conditions by the Contractor. If additional actions need to be taken by the City, the Contractor is responsible for recommending such actions to the City.

Maintenance of PARCS Equipment:

Contractor shall be required to enter into a service contract with a City approved maintenance company to provide supplies and perform equipment service repairs as needed and coordinate scheduled preventative maintenance service with the vendor on a quarterly basis. Contractor shall provide the City with a monthly report of preventative maintenance services performed and software upgrades in all facilities and documentation of maintenance/repairs (if requested).

Contractor-owned Equipment/Furniture:

Contractor shall be responsible for providing furnishings and equipment required by Contractor for performance of its management and supervision services for the operation of the Parking Facilities. Such equipment includes, but is not limited to maintenance and cleaning equipment, tools, office and accounting equipment, office supplies, office furnishings, and vehicles.

## **SECURITY REQUIREMENTS**

Contractor shall furnish security guards at all facilities daily as directed. Contractor may subcontract security services with written City approval. In the event of subcontracting, Contractor accepts full and total responsibility for provision of service and attainment of qualifications.

Qualifications:

All security guards must have at least six months' experience in similar work. They must possess a current and valid identification card issued by the State of Michigan and not have a criminal record. Security personnel shall not carry any weapons.

Contractor shall conduct a comprehensive pre-employment check of all personnel for potential assignment under this Contract in order to determine suitability for employment on the basis of such factors as qualifications, reliability, integrity, and psychological and physical fitness, prior to assignment.

Contractor's on-site manager shall be responsible for supervision of all guards through designated supervisory level representatives who

shall be available at all times to respond promptly and appropriately to calls for assistance from guards on duty or from authorized representatives of the City. Contractor's supervisory level personnel shall perform unscheduled and unannounced inspections of each guard post once during each shift, each week.

Contractor shall be responsible for furnishing guards with appropriate uniforms, approved by the City, report forms, portable radios, log books, and other necessary equipment.

Uniforms shall include trousers, shirt, name tag, jacket (when weather requires), shoes, and hat. Uniforms shall be worn at all times while on duty.

#### Responsibilities – Security Personnel:

Call 911 immediately when confronted with a situation requiring an emergency police presence.

Regularly patrol designated areas of the Facilities

Deter and report individuals attempting to gain unauthorized access to Facilities or attempting to damage or steal vehicles or property therein.

Respond to alarm signals or other indications of suspicious activities.

Act appropriately in the event of any situation affecting the security of the Facilities or the safety of Facility patrons, including, but not limited to, fires, accidents, civil disturbances and disorders, criminal acts, and earthquakes or other acts of God.

Maintain an effective liaison with the Birmingham Police Department.

Never leave duty stations or patrol areas until properly relieved.

Maintain a daily written record of all guard activity, and provide City with a detailed weekly written report of any matters or occurrences relating to the security of the Facilities or vehicles therein.

Inspect vehicles to deter and detect theft of contents and parts.

Inspect vehicles that have been parked in the Facility for more than 24 hours, and report to Birmingham Police any

unauthorized vehicles parked over 72 hours.

Direct patrons to parking areas and assist with traffic circulation in the Facilities.

Be knowledgeable of facility parking rules, rates and revenue equipment use to assist customers as needed.

Perform other security duties and services as requested. More detailed duties, patrol routes, and responsibilities for each Facility shall be furnished by the City and revised from time to time by the City.

Contractor shall recommend to the City an increase or decrease of security guard services at one or more Facilities based on documented need. Contractor shall list all vehicle license numbers parked in Facilities overnight.

## **CUSTOMER SERVICE**

The Contractor shall, as a matter of high priority and at all times, assure that the highest levels of service quality are provided in all areas of operation, including, but not limited to, customer service, security, accounting and custodial work. Contractor shall handle daily customer service issues with respect to, but not limited to, parking operation questions, requests for monthly parking, facility parking enforcement questions, area directions, distribution of marketing/promotional materials (with approval of City).

### **Professional Behavior:**

Contractor shall be responsible for the conduct, demeanor and appearance of its employees while on or about the Parking Facilities or while acting in the course and scope of employment.

While on or about the Parking Facilities or while acting in the course and scope of employment, all employees of the Contractor, shall be neat and clean, and shall act in a courteous and professional manner. No employee shall use improper language or act in a loud, offensive or otherwise improper manner.

Staff members are trained as to the purpose of their positions and the importance of performing their jobs.

All employees are at all times polite and courteous in their dealings with Customers, treating the public with care and respect.

All employees are to be attentive, alert and responsive to all Customers issues, needs, comments or complaints.

All employees speak clearly and in a professional manner while interacting with Customers, offering the assistance needed by each Customer;

All employees are prohibited from any behavior that shall make a Customer feel threatened, insecure, or ignored while in the Parking Facilities.

#### Dress Code/Uniforms:

Employees staffing the Parking Facilities shall wear a photo I.D. badge and distinct uniform, identifying such persons as parking service employees of Contractor.

All Contractor employees shall wear uniforms of a design and color approved by the City to present a clean and efficient image.

All uniforms must be approved by the City. The City shall approve any uniform and I.D. badge proposed by the Contractor. Uniforms shall at minimum consist of shirt, pants or skirt, and name tags.

The City shall not unreasonably withhold approval of any uniform and I.D. badge proposed by the Contractor.

The City reserves the right to require changes in such uniforms at his/her reasonable discretion.

Uniforms are required to be clean, pressed and professional in appearance.

Requested exemptions from the uniform requirement shall be subject to the prior written approval of the City.

Contractor is expected to provide its employees with appropriate weather protection equipment.

Contractor's uniform policy shall be covered in Contractor's operation manual.

#### Customer Service, Quality of Service, Operations and Personnel:

Contractor shall maintain the highest degree and standards of courteous, polite and inoffensive conduct and demeanor on the part of its representatives, agents, subcontractors, and employees. Contractor shall conduct its operation in an orderly and appropriate manner so as to be pleasing to customers, patrons, and the public in or around the Garage, and shall refrain from any and all conduct which might tend to annoy, disturb, or

be offensive to such persons in or around the Garage. Contractor shall provide professionally trained and experienced personnel to assure that the highest levels of service quality are provided in all areas of operation, including, but not limited to, customer service, security, accounting and custodial work. To this end, the selected Contractor shall:

Handle daily customer service issues with respect to, but not limited to, parking operations questions, requests for monthly parking, parking enforcement questions, area directions, distribution of informational/marketing/promotional materials (with approval of City).

Assist facility users who have forgotten where their car is parked.

Establish standards and make provision for the release of parking patrons determined to be without funds.

Establish standards under which a patron without funds would be allowed to exit without payment and provide evidence of non-payment through the deposit reports, and

Establish policies acceptable to the City for dealing with the acceptance of checks for monthly parking payment and parking charges due, including requirements for patron identification.

#### **ATTENDANCE REQUIREMENTS – CITY MEETINGS**

Contractor's general manager shall attend City meetings upon request of the City and shall provide the City with his/her recommendations for improving service to the public and increasing usage of the Facilities. Said recommendations may include observations and/or studies of parking occupancy, turnover, duration, appearance of the Facilities, validation program maintenance, parking rates, parking demand, promotion, and other items associated with management of the Facilities. City shall give due consideration to such recommendations.

The Contractor's On-site Manager shall attend weekly meetings with the City and City staff.

#### **TRANSITION PERIOD (if required)**

Contractor shall participate in and will be compensated for any necessary transition period services in which the former contract Contractor for the Parking Facilities will turn over the operations of the Parking Facilities to the new Contractor. During this transition period the new Contractor shall:

Hire and train new staff if required.

Notify the current monthly customers (if any) of the Contractor change if requested.

Transfer existing and/or establish new vendor service contracts.

Transfer utility service accounts.

Receive all keys.  
Create an inventory of all Parking Facilities' equipment, personal property and supplies and any other item(s) requiring a transition to the Contractor.

City reserves the right to modify, add and/or remove certain tasks and activities prior to Contract execution; or through equitable amendment to the Contract, after Contract execution.

### **ADDITIONAL AS NEEDED SERVICES**

#### Event Parking Planning and Coordination:

Upon the City's request, the Contractor will manage parking for special events such as festivals, sporting events and cultural events. For each event, the Contractor will prepare a proposal, including additional personnel and/or traffic control, to provide customer service and safe/efficient operation. At the City's approval, the Contractor will implement the approved plan during that event.

#### Parking Valet Services:

Upon the City's request, the Contractor will provide valet parking services during the term of the agreement. For each instance of valet services, the Contractor will prepare a proposal for valet parking rates, additional personnel or supervision, marketing and pick-up/drop off zones and management, to provide customer service and safe/efficient operation and all other items necessary to operate a high quality valet service at City facilities where it is feasible, where demand necessitates and where the City approves.

#### Disclaimers:

The above scope of work is representative of work expected by the Contractor. However, both parties acknowledge that scope of work may expand as needed.

### **SUBMISSION REQUIREMENTS**

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.



Contractor Identification:

Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number.

Client References:

Provide a minimum of three (3) references preferably other Michigan Cities or other large public sector entities. Provide the designated person's name, title, organization, address, telephone number, and email address (if available). Include the nature of the relationship to the Proposer.

The references provided are expected to be knowledgeable about the Proposer's experience, skills and ability to operate and manage parking facilities comparable to the facilities owned by the City of Birmingham as described in this RFP, and should be able to confirm the specific examples that the Proposer's provided in the written proposal regarding its Management Approach/Operational Plan, Maintenance Plan, and Transition Plan. The same questions shall be asked of the three references provided by the Proposers.

Additionally, the Proposer must provide two (2) references for its proposed facility manager, assistant manager and subcontractors. These references should be able to provide performance related information about proposed Facility Managers and subcontractors that illustrates their ability to perform the work required.

Contract Terminations:

If your organization has had a contract terminated in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor's non- performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the firm has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

Price Proposal:

The proposal shall include pricing for all services in the format shown in Attachment C: Cost Price Proposal Template. Pricing shall be all inclusive unless indicated otherwise on a separate pricing sheet.

Letter of Introduction and Executive Summary – 2 pages maximum  
(Required, but not scored)

Proposals must include a Letter of Introduction describing the Proposer, how long it has been in business, its ownership structure, including the name(s) of owner(s), and its ability to provide the services in the RFP. The summary must be signed by and contain the name, address and phone number of the person(s) authorized by the Proposer to obligate the Proposer to perform the commitments contained in the Proposal, and to communicate with the City of Birmingham in connection with this RFP.

#### Minimum Qualifications

To be considered for award, the Proposer must meet or exceed each of the following Minimum Qualifications. A Proposer that does not meet all of the “Minimum Qualifications” will not be considered. The City may, however, waive any inconsistencies or deficiencies which the City deems, in its sole discretion, to be minor or technical. The Proposer must complete and submit the Minimum Qualification Questionnaire form (Attachment F).

#### Qualifications and Experience (Attachment F)

##### (Required – Not Scored)

The Proposer must currently manage for a client(s) at least three (3) elevated parking facilities, with a minimum of 500 spaces at each location. The Proposer must be the Merchant on record for the Merchant Identification (MID) and Taxpayer Identification (TID) for at least one (1) of the locations provided (identify which location(s)).

The Proposer must currently be managing at least three (3) elevated parking facilities, with a minimum of 500 spaces at each location. The qualifying facilities must have been under the Proposer’s management for a continuous period of three years prior to the date of this RFP. The portfolio must include both monthly and transient parkers;

The Proposer must have a minimum of three (3) years of continuous, first-hand experience in the operation and management of parking facilities with:

Combined annual revenues of at least \$2,000,000 from all parking facilities under its management; and

Combined Annual Operating Budgets of at least \$1,000,000;

During said three-year period, the Proposer must have had:

Experience in the use of automated garages with pay stations, automated parking access, garage guidance systems, garage camera security systems and revenue control equipment, and software, including such functions as revenue information retrieval, preparation of advanced spreadsheet and report writing, etc.;

Experience with additional software including, but not limited to, Microsoft's Excel, Word, and PowerPoint, and other financial reporting software;

Experience in managing at least seven (7) full-time operations employees at parking facilities that were staffed and open to the public a minimum of twelve (12) hours per day.

Financial Stability  
(Required, but not scored)

Proposer must submit a statement from a financial institution verifying the Proposer's ability to provide or obtain a minimum of One Million Dollars (\$1,000,000) either in liquid assets, an irrevocable letter of credit, a line of credit or a qualified loan commitment; and

Demonstrate ability (a working capital ratio) to cover operating expenses for a 2- month period. The working capital ratio will be adjusted based on actual operating expenses. This financial requirement assures the City that the Proposer, if selected, is credit-worthy.

General Qualifications -Written Proposal

Experience and Qualifications of the Operator – (up to 10 points)

8 pages maximum

Consideration will be given to Operators demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP. Proposers should convey their experience in managing off-street municipal/public parking facilities and systems comparable to the City-owned facilities, described in this RFP and in Attachment A -Sample Scope of Services, within the past three (3) years, including any public agency contracts. Similar experience will include providing similar services to major public sector parking operations. This section should also include detailed information regarding similar contracts successfully managed by the Operator including contract performance, the reliability of services, and public interaction.

The Proposer must describe its experience with the use of automated pay stations, automated parking access, parking guidance systems and revenue control equipment and software, including information retrieval, creating revenue reports and advanced spreadsheets, and organization software, including, but not limited to, Microsoft Excel, other financial reporting software, and any experience with internet reservations, cell phone reservations, variable pricing options including Special Event Pricing, and Market Based Pricing to maintain target occupancy levels.

This section should include an organizational chart and a breakdown of the numbers and categories of key personnel and sub-consultants expected to provide the level of service required to support this RFP project. A brief résumé must be included for the proposed Facility Manager that demonstrates experience managing operations of parking facilities (include number of years) and experience with automated revenue control equipment. Proposers should include a description of how the Facility Manager can enhance services at the Parking Facilities.

#### Management Approach/Operational Plan – (up to 30 points)

15 pages maximum

Proposal responses will be evaluated on the comprehensiveness and quality of the approach of the Operator to undertake the services outlined herein, including the proposed operating plan, transition plan, parking system enhancements, and strategies to improve the delivery of parking services, reduce operating costs and increase revenues. The project approach shall be sufficiently detailed to convey the Operator's understanding of the requirements, staffing levels, organizational structure, and obligations for the successful implementation and operation of this project. Although the Proposals will also be evaluated for clarity/accuracy of the information requested. Proposer shall explain how they will provide adequate coverage despite absenteeism, vacations, leaves or turnover of employees, as well as additional staffing needs for special events and circumstances that require parking mitigation plans.

The City must have one (1) dedicated on-site Facility Manager. The Proposer shall describe how the Proposer will schedule the Facility Manager and additional supervisors to provide adequate management oversight during all days/hours of operation for all Parking Facilities. The Operator's on-site management team will be

required to be exclusively assigned only to City of Birmingham parking facility locations during the contract period. The Proposer must describe how it will support its Facility Manager and assure the successful management of the parking facilities and implementation of its proposal. The Proposer must describe the authority the Facility Manager will have as to vendor selection, shift scheduling, employee disciplinary actions, marketing, budgets, and operational changes, compiling and safe keeping of records.

#### Maintenance Plan – (up to 25 points)

6 pages maximum

The Proposer must provide a general Maintenance Plan that describes how the Proposer will monitor, inspect, maintain, and clean the Parking Facilities. In addition to its other maintenance duties, the Operator will be responsible for scheduling special cleaning when necessary and for overseeing and giving appropriate instruction to any janitorial service companies. Note: Any potential partner or subcontractor must be identified in the RFP. Changes in partners or subcontractors may only be made after receiving written approval from the City.

The Proposer must describe two (2) facility maintenance projects that it implemented at other parking facilities that noticeably improved the facility condition, including the resulting cost savings and the Proposer's role throughout the process. The Proposer should also explain who initiated the project or recommendation. The two (2) examples described by the Proposer will be subject to verification through the reference check process.

#### Transition Plan – (up to 30 points, if applicable)

10 pages maximum

The Proposer shall be responsible for the project management and all aspects of the of the parking garages and surface lots at the commencement of the contract.

#### Overall Organization and Clarity of Proposal (Up to 5 Points)

Responsive proposals will be evaluated on the Proposer's understanding of the scope of work and tasks to be performed, as well as the completeness of the Proposal, and the creativity of ideas included in the Proposal.

## Non-Responsive Proposals

The City will not accept a proposal if any of the following occurs:

- Any necessary proposal document is incomplete, misleading or missing;
- Any RFP forms are left blank, incomplete, or changed in any substantive way;
- The Proposer does not meet the minimum qualifications set forth by this RFP;
- The Proposer does not provide additional/clarification information as requested by the City by the specified date.

## **EVALUATION CRITERIA**

The following criteria will be considered, although not exclusively, in determining which firm is hired. Criteria to be used in the selection of the best Proposal for the City of Birmingham are listed below. The City of Birmingham shall be the sole judge as to which Proposal best meets its needs. The City of Birmingham reserves the right to contract for any desired service or equipment whether in whole or in part.

### **Written Proposal (100 points)**

### **Costs (50 points)**

<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>
<b>1. Written Proposal</b>	<b>100</b>
a. Qualifications and Experience	10
b. Management Approach: Staffing Operational Plan	30
c. Maintenance Plan – Routine, Cosmetic, Preventative	25
d. Transition Plan	30
e. Overall organization and clarity of proposal	5
<b>2. Costs</b>	<b>50</b>
a. Monthly Management Fee	40
b. As-Needed Services	10
<b>TOTAL</b>	<b>150</b>

### **Monthly Management Fee - (Up to 40 Points)**



Garage Operation Costs Proposal Staffing & Consumables. Lowest responsive bid receives 40 points. Other bids score rankings are based on percentage of lowest bid.

Additional As-Needed Services Costs – (Up to 10 Points)

Per event costs of Special Event and Parking Valet Services. Lowest responsive bid receives 10 points. Other bids score rankings are based on percentage of lowest bid.

Reference Checks (Required, by not scored)

Reference Checks - The Proposer must be able to provide three verifiable references. The references should be able to provide performance related information about the Proposer's Operations Team, and be knowledgeable about the Proposer's experience, skills and abilities to operate and manage parking facilities comparable to the facilities administered by the City of Birmingham described in this RFP, and should be able to confirm the specific examples that the Proposer's provided in the written proposal regarding its Management Approach/Operational Plan, Maintenance Plan, and Transition Plan.

Additionally, references should be able to provide performance related information on the proposed Facility Managers, and subcontractors that illustrates their ability to perform the work required. The same questions shall be asked of the three references provided by the Proposers.



**ATTACHMENT A - AGREEMENT  
OFF-STREET PARKING MANAGEMENT SERVICES**

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This AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the City of Birmingham (hereinafter sometimes called "the City"), having its principal municipal office at 151 Martin Street, Birmingham, MI, and \_\_\_\_\_, having its principal office at \_\_\_\_\_ (hereinafter called "Contractor"), provides as follows:

**WITNESSETH:**

**WHEREAS**, the City has heretofore advertised for bids for the procurement and performance of services required for Off-Street Parking Management Services in downtown Birmingham and in connection therewith has prepared a request for sealed proposals ("RFP"), which includes certain instructions to bidders, specifications, terms and conditions.

**WHEREAS**, the Contractor has professional qualifications that meet the project requirements and has made a bid in accordance with such request for cost proposals to perform Off-Street Parking Management Services.

**NOW, THEREFORE**, for and in consideration of the respective agreements and undertakings herein contained, the parties agree as follows:

1. It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to perform for Off-Street Parking Management Services in downtown Birmingham. The Contractor's cost proposal dated \_\_\_\_\_, 2019 shall be incorporated herein by reference and shall become a part of this Agreement, and shall be binding upon both parties hereto.
2. The Contractor's Proposal shall be incorporated herein by reference, shall become a part of this Agreement, and shall be binding on the parties hereto. In the event there is a conflict between the Proposal and this Agreement, this Agreement shall control.
3. This Agreement shall be for duration of the reconstruction commencing on the date the City executes this Agreement. If changes to the existing terms are sought, an amendment to the Agreement must be prepared and signed before any changes are effective.

4. Notwithstanding the foregoing term, either party may terminate this Agreement for any or no reason upon a thirty day (30) notice to the other party. If the City terminates the Agreement under this paragraph, Contractor will be compensated for any work already performed up to the date of termination. However, Contractor shall not perform any new work or incur new costs after the City's notice of termination unless specifically authorized by the City.
5. The City shall pay the Contractor for the performance of this Agreement in an amount not to exceed \_\_\_\_\_, as set forth in the Contractor's \_\_\_\_\_, 2019 cost proposal.
6. This Agreement shall commence upon execution by both parties, unless the City exercises its option to terminate the Agreement in accordance with the Request for Proposals.
7. The Contractor shall employ personnel of good moral character and fitness in performing all services under this Agreement.
8. The Contractor and the City agree that the Contractor is acting as an independent Contractor with respect to the Contractor's role in providing services to the City pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Contractor nor its employees shall be construed as employees of the City of Birmingham ("City"). Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the City nor the Contractor shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Contractor shall not be entitled or eligible to participate in any benefits or privileges given or extended by the City, or be deemed an employee of the City for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the City.
9. The Contractor acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Contractor recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the City. Therefore, the Contractor agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Contractor shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Contractor further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.

10. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan. The Contractor agrees to perform all services provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.
11. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.
12. This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made by the Contractor without the prior written consent of the City. Any attempt at assignment without prior written consent shall be void and of no effect.
13. The Contractor agrees that neither it nor its sub-Contractors will discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight or marital status. The Contractor shall inform the City of all claims or suits asserted against it by the Contractor's employees who work pursuant to this Agreement. The Contractor shall provide the City with periodic status reports concerning all such claims or suits, at intervals established by the City.
14. The Contractor shall not commence work under this Agreement until it has, at its sole expense, obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with carriers acceptable to the City.
15. The Contractor shall maintain during the life of this Agreement the types of insurance coverage and minimum limits as set forth below:
  - A. Workers' Compensation Insurance: Contractor shall procure and maintain during the life of this Agreement, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
  - B. Commercial General Liability Insurance: Contractor shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent.
  - C. Motor Vehicle Liability: Contractor shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault

coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

- D. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be *Additional Insureds*: City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.
- E. Professional Liability: Professional liability insurance with limits of not less than \$1,000,000 per claim if Contractor will provide service that are customarily subject to this type of coverage.
- F. Owners Contractors Protective Liability: The Contractor shall procure and maintain during the life of this contract, an Owners Contractors Protective Liability Policy with limits of liability not less than \$3,000,000 per occurrence, combined single limit, Personal Injury, Bodily Injury and Property Damage. The City of Birmingham shall be "Name Insured" on said coverage. Thirty (30) days Notice of Cancellation shall apply to this policy.
- G. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance (and Professional Liability Insurance, if applicable), as described above, shall include an endorsement stating the following: "Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal, shall be sent to: City of Birmingham, 151 Martin Street, Birmingham, MI 48009.
- H. Proof of Insurance Coverage: Contractor shall provide the City at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City, as listed below.
  - 1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;
  - 2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
  - 3) Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
  - 4) Two (2) copies of Certificate of Insurance for Professional Liability Insurance;
  - 5) If so requested, Certified Copies of all policies mentioned above will be furnished.

- I. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Contractor shall deliver renewal certificates and/or policies to the City at least (10) days prior to the expiration date.
- J. Maintaining Insurance: Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the Agreement, the City may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the City shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.
13. To the fullest extent permitted by law, the Contractor and any entity or person for whom the Contractor is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or others working on behalf of the City.
14. If, after the effective date of this Agreement, any official of the City, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Contractor, the City shall have the right to terminate this Agreement without further liability to the Contractor if the disqualification has not been removed within thirty (30) days after the City has given the Contractor notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.
15. If Contractor fails to perform its obligations hereunder, the City may take any and all remedial actions provided by the general specifications or otherwise permitted by law.
16. All notices required to be sent pursuant to this Agreement shall be mailed to the following address:
- City of Birmingham  
Attn: Assistant City Manager  
151 Martin Street  
Birmingham, MI 48009
17. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit

Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL§600.5001 et. seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.

18. FAIR PROCUREMENT OPPORTUNITY: Procurement for the City will be handled in a manner providing fair opportunity for all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City.



**IN WITNESS WHEREOF, the said parties have caused this Agreement to be executed as of the date and year above written.**

**WITNESS:**

\_\_\_\_\_

**CONTRACTOR:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**CITY OF BIRMINGHAM**

Approved:

\_\_\_\_\_  
Tiffany J. Gunter, Asst. City Manager  
(Approved as to substance)

\_\_\_\_\_  
Joseph A. Valentine, City Manager  
(Approved as to substance)

\_\_\_\_\_  
Mark Gerber, Director of Finance  
(Approved as to financial obligation)

\_\_\_\_\_  
Timothy J. Currier, City Attorney  
(Approved as to form)



**ATTACHMENT B - BIDDER'S AGREEMENT  
OFF – STREET PARKING MANAGEMENT SERVICES**

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In submitting this proposal, as herein described, the Contractor agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

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**PREPARED BY**  
**(Print Name)**

---

**DATE**

---

**TITLE**

---

**AUTHORIZED SIGNATURE**

---

**E-MAIL ADDRESS**

---

**COMPANY**

---

**ADDRESS**

---

**PHONE**

---

**NAME OF PARENT COMPANY**

---

**PHONE**

---

**ADDRESS**



**ATTACHMENT C - COST PROPOSAL  
OFF STREET PARKING MANAGEMENT SERVICES**

**In order for the bid to be considered valid, this form must be completed in its entirety.** The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

***Attach technical specifications for all proposed materials as outlined in the Contractor's Responsibilities section of the RFP***

COST PROPOSAL	
ITEM	BID AMOUNT
Monthly Management Fee	\$
	\$
	\$
<b>TOTAL BID AMOUNT</b>	\$
ADDITIONAL/OPTIONAL BID ITEMS	
	\$
	\$
<b>GRAND TOTAL AMOUNT</b>	\$

UNIT COST BID ITEMS	
Valet Services (unit cost per hour)	\$ <b>per</b>
Event Parking Planning and Coordination (unit cost per hour)	\$ <b>per</b>

Firm Name \_\_\_\_\_

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_



**ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM  
OFF – STREET PARKING MANAGEMENT SERVICES**

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Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 (“Act”), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an “Iran Linked Business”, as defined by the Act.

By completing this form, the Vendor certifies that it is not an “Iran Linked Business”, as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

---

**PREPARED BY**  
**(Print Name)**

---

**DATE**

---

**TITLE**

---

**AUTHORIZED SIGNATURE**

---

**E-MAIL ADDRESS**

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**COMPANY**

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**ADDRESS**

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**PHONE**

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**NAME OF PARENT COMPANY**

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**PHONE**

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**ADDRESS**

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**TAXPAYER I.D.#**



## **ATTACHMENT E:** **MAINTENANCE STANDARDS AND FORM OF MAINTENANCE** **SCHEDULE**

### **Maintenance Standards**

The City of Birmingham's goal is to provide the public, at all times, safe, clean, sanitary, well-lighted, and efficient facilities. The following maintenance standards are designed to achieve this goal.

**Lighting:** All lights must be in working order and bright enough to convey a sense of safety, especially in and around stairways and restrooms. Burned-out or missing bulbs or lamps must be replaced within twenty-four (24) hours. Bulbs or lamps must be secured and must be the same color. Low Mercury fluorescent lights are to be used as replacement lights are needed. Non-working fixtures must be reported to Public Works (service request) within Forty-eight (48) hours.

**Walls & Doors:** All walls and doors must be kept clean and free of stains, dirt and graffiti. Special attention shall be given to restrooms and their surrounding areas. Graffiti must be removed or painted over within twenty-four (24) hours. Black marks from bumpers must be painted over as needed but, not less than once a month.

**Odors:** Foul odors must be removed within twenty-four (24) hours. Special attention shall be given to walkways, restrooms and their surrounding areas. Stairwells and sidewalks must be steam cleaned as needed but, not less than once a month.

**Cleaning:** Each Facility must be cleaned daily, including interior and exterior walkways, restrooms, parking areas and sidewalks. Parking areas and Facility floors must be swept, grease and oil must be removed, foul odors must be deodorized, pigeon droppings must be removed, and all litter must be removed. Public restrooms shall be inspected and cleaned at minimum, every two hours.

**Steam Cleaning:** Steam cleaning of each facility in its entirety shall be performed on a semi-annual basis. Best practices during cleaning process shall be used and all water shall be properly disposing of in accordance with City of Birmingham regulations. Wash water must be collected during the cleaning process(i.e. a mechanical scrubber that collects the dirty cleaning fluid as it cleans), and no water shall be discharged to the storm water system. At the discretion of the Parking Manager, steam cleaning may be required to be performed less frequently if the facilities, including interior walkways, are maintained in a clean and orderly state.

**Signs:** Signs must be easily understood and professionally made; not hand printed or copy machine reproduced. All signage must be approved by City's Parking Manager before being installed. Manager will be allowed to post nonprofessional signs only in case of an emergency, but the emergency signs

must be replaced within one week. Signs must also be repaired or replaced promptly when damaged (includes all wood, metal, plastic, within and/or upon parking facilities).

**Windows (where applicable):** All windows, mirrors and glass cases must be cleaned as needed but, in no event, not less than once a month. All windows visible to the public must be inspected daily and cleaned as needed. All Broken windows must be made safe immediately and kept secure until window is replaced.

**Safety Equipment:** Inspect equipment including fire alarm call boxes, fire extinguishers, and fire hose at least once a month. Any malfunction shall be reported to Public Works (service request) within twenty- four (24) hours. The malfunction shall be documented by the inspection date. Upon inspection of fire extinguisher dates, Contractor shall be initial each fire extinguisher as being checked. Closed circuit cameras and the intercom system must be inspected at least once a week and maintained by Operator.

**Parking Control Equipment Repair & Maintenance:** Parking Access and Revenue Control Equipment (PARCS) in each facility is to be monitored at least daily to ensure all equipment is operational. Broken or damaged gate arms are to be replaced immediately. Parking ticket and paper receipt jams are to be cleared immediately. Contractor must supply all system approved proximity cards, and supply and maintain all parking tickets, spare gate arms, and other parking supplies and equipment necessary for management of day-to-day operations. Operator shall promptly contact approved service vendor for equipment repairs beyond the scope of Operator's staff and/or under service warranty.

**Structural Inspections:** Structural inspections, including water leaks, exposed rebar, concrete cracks and metal rust must be performed and documented not less than once a year.

**Sidewalk Inspections:** Inspections of the sidewalks abutting the Facility for the presence of any sidewalk tripping hazards, including tree planting areas not at sidewalk grade, must be performed once a month. In the event any hazards are observed, such hazards shall be reported immediately to the City's Customer Service Center (service request).

**Other Work:** All other ordinary maintenance and repair work of the premises and equipment shall be done as needed.

**Security Personnel (Uniformed):** Operator may sub-contract services. Personnel shall direct patrons to parking areas and assist with traffic circulation in the Facilities in a friendly and courteous manner, redirect individuals who are loitering, deter and report individuals attempting to gain unauthorized access to Facilities or attempting to damage or steal vehicles or property, and perform all facility parking security responsibilities as noted in the Scope of Work.

**Janitorial Services:** Operator may sub-contract services.

### Facility Maintenance Schedule

<b>TASKS</b>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>	<u>Semi-Annually</u>	<u>Annually</u>	<u>As needed</u>
<b>Lights</b>							
Inspect	<b>X</b>						
Replace burned-out bulbs	<b>X</b>						
Inspect/Report broken fixtures	<b>X</b>						
Replace discolored covers	<b>X</b>						
Check elevator and stairwell bulbs	<b>X</b>						
<b>Janitorial/Maintenance Cleaning</b>							
Elevator areas	<b>X</b>						
Stairwell areas	<b>X</b>						
Public Lobbies	<b>X</b>						
Parking areas	<b>X</b>						
Restroom floors, walls & fixtures	<b>X</b>						
Litter Pick-up	<b>X</b>						
Clean inner and outer doors		<b>X</b>					
Windows	<b>X</b>						
Bird Abatement			<b>X</b>				
Steam Clean stairwells			<b>X</b>				
Steam Clean Garage					<b>X</b>		
<b>Painting</b>							
Paint over graffiti	<b>X</b>						
Over other foreign marks		<b>X</b>					
Touch-up				<b>X</b>			
Inspect striping				<b>X</b>			
Touch up ceilings, walls, and railings						<b>X</b>	
Provide accent colors at elevator lobbies and stairwells for way finding							<b>X</b>
Restripe stalls & lanes – all levels						<b>X</b>	
Restripe stairwell & elevator lobby – non-slip textured floor paint						<b>X</b>	



<b>TASKS</b>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>	<u>Semi-Annually</u>	<u>Annually</u>	<u>As needed</u>
<b>Elevators</b>							
Inspect elevator operations	<b>X</b>						
Graffiti removal	<b>X</b>						
<b>Signs</b>							
Inspect signs	<b>X</b>						
Repair & replace all signs		<b>X</b>					
Install and maintain directional signage for Vehicles & Pedestrians						<b>X</b>	
<b>Safety</b>							
Inspect fire alarm equipment	<b>X</b>						
Inspect exit lights	<b>X</b>						
<b>Surface Lots</b>							
Monitor and remove litter and debris	<b>X</b>						
Monitor lot perimeter and remove litter and debris	<b>X</b>						
Empty trash receptacles. Replace liners	<b>X</b>						
Repair signage as needed	<b>X</b>						
Inspect/Service Closed-Circuit cameras	<b>X</b>						
Wipe down parking pay stations	<b>X</b>						
Checked for burned out lights	<b>X</b>						
<b>Mechanical</b>							
Doors open/lock properly	<b>X</b>						
Inspect Parking Equipment/repair				<b>X</b>			
Inspect HVAC operations				<b>X</b>			
<b>Structural</b>							
Inspect for water leaks		<b>X</b>					
Inspect for exposed rebar				<b>X</b>			
Inspect metal for rust, doors, rails, exposed pipes conduits				<b>X</b>			



**ATTACHMENT F:  
MINIMUM QUALIFICATIONS FORM**

**PROPOSERS MUST SUBMIT THE COMPLETED QUESTIONNAIRE**

The following statements as to experience, and financial responsibility qualifications of the Proposer are

submitted with the proposal to confirm the status of the Proposer with respect to meeting the minimum qualifications for the Off-street Parking Facility Management RFP, as a part thereof; and any material misstatement of the information submitted herein must be grounds for submitting a non-responsive bid.

**1. NAME:** \_\_\_\_\_  
(Print name of corporation, individual or firm name)

Tel. No.: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
St. Address/P.O. Box      City      State      Zip Code

**2. GENERAL PARKING GARAGE EXPERIENCE:**

**Note: All parking experience stated below must be within the United States and Canada**

**A. Summary Information of Garages Managed During the Last Five Years**

Number Garages Managed per Year between 2013 and 2018:	<b>2013</b> _____	<b>2014</b> _____	<b>2015</b> _____
	<b>2016</b> _____	<b>2017</b> _____	<b>2018</b> _____
Annual Total Gross Parking Related Revenue:	<b>2013</b> \$ _____	<b>2014</b> \$ _____	<b>2015</b> \$ _____
	<b>2016</b> \$ _____	<b>2017</b> \$ _____	<b>2018</b> \$ _____
Total Number of Parking Related Employees in 2018:	<input type="checkbox"/> Full Time: _____ ↑ Part Time: _____		
Type of Garage Operations (provide number of each):	<input type="checkbox"/> Self Park: _____ ↑ Attendant Park: _____		
	<input type="checkbox"/> Combination: _____		

**A. Specific Garage Information (Currently Managing Minimum of Three Years) Facility One**

Name of Parking Facility:	
Type of Garage Facility:	Multi-level <input type="checkbox"/> yes <input type="checkbox"/> no
Facility Address:	
Name of Owner of Agent:	
Telephone Number:	( )
Number of Spaces:	
Management Dates of Operation (Month/Year):	From: _____ to _____
Number of Hours Operated per Weekday:	<input type="checkbox"/> _____ hours per day or <input type="checkbox"/> 24/7
Yearly Vehicle Volume (provide number of each):	<input type="checkbox"/> Transient: _____ <input type="checkbox"/> Monthlies: _____
Annual Gross Parking Related Revenues:	\$
Annual Operating Budget:	\$
Parking Related Employees:	<input type="checkbox"/> Full Time: _____ <input type="checkbox"/> Part Time: _____
Manage any 3 <sup>rd</sup> Party Contractors for this Facility	<input type="checkbox"/> yes <input type="checkbox"/> no Name Services Provided _____
Revenue Control Equipment Manufacturer:	Name: _____
Type of PARCS Equipment (check all that apply):	<input type="checkbox"/> Automated Pay Stations <input type="checkbox"/> Centralized Cashiering <input type="checkbox"/> Exit Cashiering <input type="checkbox"/> Hybrid System <input type="checkbox"/> In-Lane Paymt.

## Facility Two

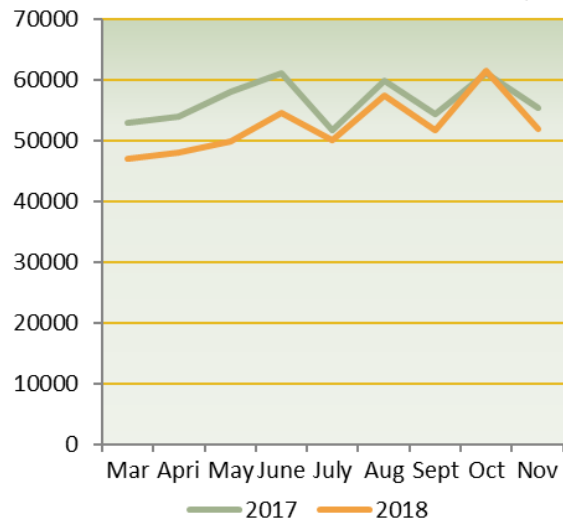
Name of Parking Facility:	
Type of Garage Facility:	Multi-level    ↑ yes                      ↑ no
Facility Address:	
Name of Owner of Agent:	
Telephone Number:	(    )
Number of Spaces:	
Management Dates of Operation (Month/Year):	From: _____ to _____
Number of Hours Operated per Weekday:	<input type="checkbox"/> _____ hours per day      or      ↑ 24/7
Yearly Vehicle Volume (provide number of each):	<input type="checkbox"/> Transient: _____ ↑ Monthlies: _____
Annual Gross Parking Related Revenues:	\$
Annual Operating Budget:	\$
Parking Related Employees:	<input type="checkbox"/> Full Time: _____ ↑ Part Time: _____
Manage any 3 <sup>rd</sup> Party Contractors for this Facility	<input type="checkbox"/> yes                      ↑ no Name Services Provided _____
Revenue Control Equipment: Manufacturer:	Name: _____
Type of PARCS Equipment (check all that apply):	<input type="checkbox"/> Automated Pay Stations ↑ Centralized Cashiering <input type="checkbox"/> Exit Cashiering ↑ Hybrid System ↑ In-Lane Paymt.

### Facility Three

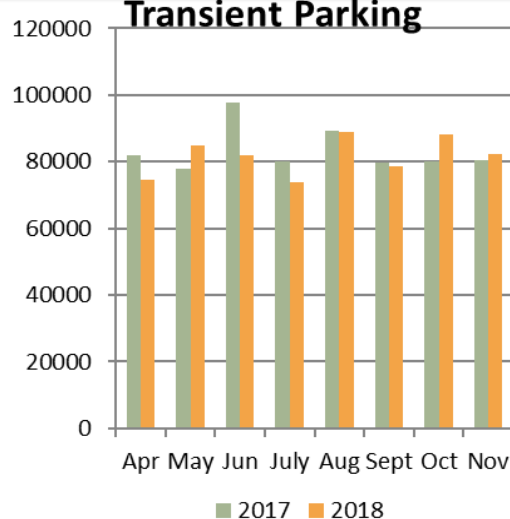
Name of Parking Facility:	
Type of Garage Facility:	Multi-level <input type="checkbox"/> yes <input type="checkbox"/> no
Facility Address:	
Name of Owner of Agent:	
Telephone Number:	(    )
Number of Spaces:	
Management Dates of Operation (Month/Year):	From: _____ to _____
Number of Hours Operated per Weekday:	<input type="checkbox"/> _____ hours per day            or <input type="checkbox"/> 24/7
Yearly Vehicle Volume (provide number of each):	<input type="checkbox"/> Transient: _____ <input type="checkbox"/> Monthlies: _____
Annual Gross Parking Related Revenues:	\$ _____
Annual Operating Budget:	\$ _____
Parking Related Employees:	<input type="checkbox"/> Full Time: _____ <input type="checkbox"/> Part Time: _____
Manage any 3 <sup>rd</sup> Party Contractors for this Facility	<input type="checkbox"/> yes <input type="checkbox"/> no Name Services Provided _____
Revenue Control Equipment: Manufacturer:	Name: _____
Type of PARCS Equipment (check all that apply):	<input type="checkbox"/> Automated Pay Stations <input type="checkbox"/> Centralized Cashiering <input type="checkbox"/> Exit Cashiering <input type="checkbox"/> Hybrid System <input type="checkbox"/> In-Lane Paymt.

# City of Birmingham Parking Utilization Dashboard – December 2018

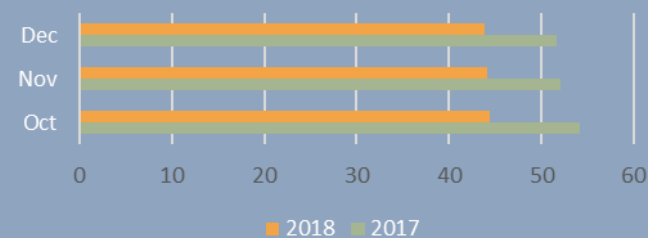
## Monthly Permit Parking



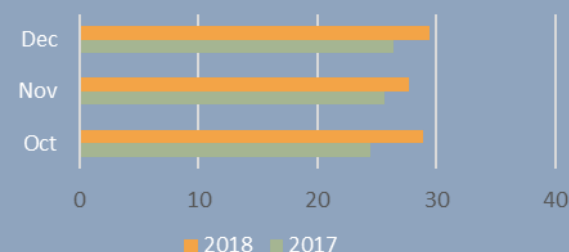
## Transient Parking



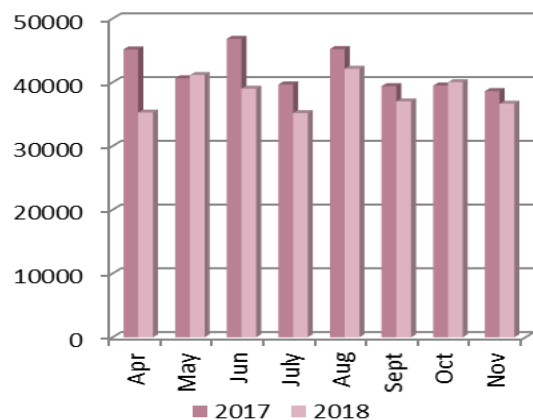
## Coin



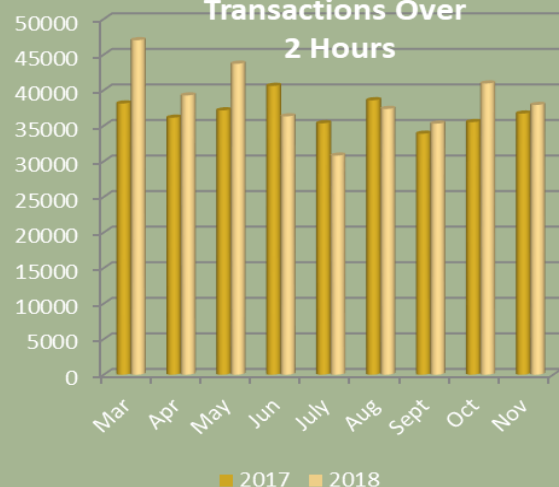
## Credit



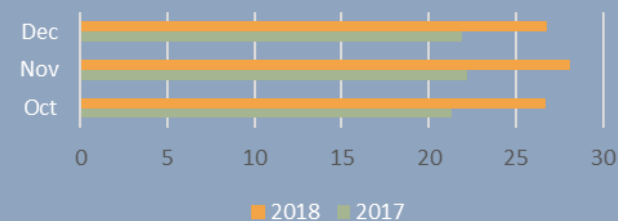
## Transactions Under 2 Hours



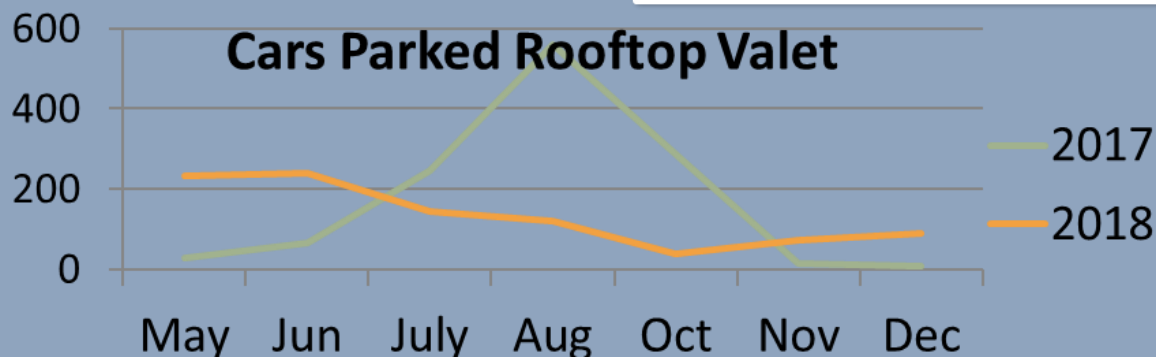
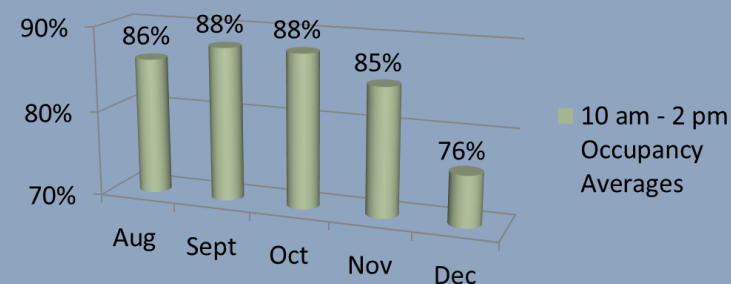
## Transactions Over 2 Hours



## ParkMobile



## 10 am - 2 pm Parking Garage Occupancy Average



\*2017 Rooftop valet utilization increased Jul—Oct 2017 due to the Park Street Paving Project

## MONTHLY PARKING PERMIT REPORT

For the month of: November 2018

Date Compiled: December 24, 2018

	Pierce	Park	Peabody	N.Old Wooc	Chester	Lot #6/\$210	Lot #6/\$150	South Side	Lot B	35001 Woodward	Lot 12	Total
1. Total Spaces	706	811	437	745	880	174	79	8	40	40	150	4070
2. Daily Spaces	370	348	224	359	425	N/A	N/A	N/A	N/A	N/A	N/A	1726
3. Monthly Spaces	336	463	213	386	560	174	79	8	30	40	150	2439
4. Monthly Permits Authorized	550	750	400	800	1140	150	40	8	30	50	150	4068
5. Permits - end of previous month	550	750	400	800	1140	150	40	8	30	50	150	4068
6. Permits - end of month	550	750	400	800	1140	150	40	8	30	50	150	4068
7. Permits - available at end of month	0	0	0	0	0	0	0	0	0	0		0
8. Permits issued in month includes permits effective 1st of month	11	3	4	2	8	0	0	0	0	0	0	28
9. Permits given up in month	11	3	4	2	8	0	0	0	0	0	0	28
10. Net Change	0	0	0	0	0	0	0	0	0	0	0	0
11. On List - end of month*	1119	1020	1068	1388	996	0	0	0	0	0	0	5591
**On List-Unique Individuals												3447
12. Added to list in month	15	10	18	14	19	0	0	0	0	0	0	76
13. Withdrawn from list in month (w/o permit)	0	0	0	0	0	0	0	0	0	0	0	0
14. Average # of weeks on list for permits issued in month	143	82	141	126	57	0	0	0	0	0	0	109.8
15. Transient parker occupied	190	148	89	184	89	N/A	N/A	N/A	N/A	N/A	N/A	700
16. Monthly parker occupied	445	654	306	511	752	N/A	N/A	N/A	N/A	N/A	N/A	2668
17. Total parker occupied	635	802	395	695	841	N/A	N/A	N/A	N/A	N/A	N/A	3368
18. Total spaces available at 1pm on Wednesday 11/14	71	9	42	50	39	N/A	N/A	N/A	N/A	N/A	N/A	211
19. "All Day" parkers paying 5 hrs. or more												
A: Weekday average.	241	211	131	129	120	N/A	N/A	N/A	N/A	N/A	N/A	832
B: Maximum day	N/A*	N/A*	N/A*	N/A*	N/A*	N/A	N/A	N/A	N/A	N/A	N/A	0
20. Utilization by long term parkers	N/A*	N/A*	N/A*	N/A*	N/A*	N/A	N/A	N/A	N/A	N/A	N/A	#DIV/0!

(1) Lot #6 does not have gate control, therefore no transient count available

(2) (Permits/Oversell Factor + Weekday Avg.) / Total Spaces

\* Average Maximum day not available currently in Skidata

\*\* Unique individuals represent the actual number of unique people on the wait list regardless of how many structures they have requested.



**Birmingham Parking System  
Transient & Free Parking Analysis  
Months of November 2017 & November 2018**

**November 2017**

<b>GARAGE</b>	<b>TOTAL CARS</b>	<b>FREE CARS</b>	<b>CASH REVENUE</b>	<b>% FREE</b>
PEABODY	16,477	9,494	\$36,509.00	58%
PARK	18,977	7,813	\$63,059.00	41%
CHESTER	6,730	2,217	\$53,313.00	33%
WOODWARD	13,377	6,875	\$36,116.00	51%
PIERCE	24,801	12,237	\$63,026.00	49%
<b>TOTALS</b>	80,362	38,636	\$ 252,023.00	48%

**November 2018**

<b>GARAGE</b>	<b>TOTAL CARS</b>	<b>FREE CARS</b>	<b>CASH REVENUE</b>	<b>% FREE</b>
PEABODY	19,067	10,170	\$46,687.00	53%
PARK	19,693	7,690	\$46,517.00	39%
CHESTER	7,102	2,099	\$48,377.00	30%
WOODWARD	12,327	6,255	\$30,745.00	51%
PIERCE	23,948	10,437	\$70,117.00	44%
<b>TOTALS</b>	82,137	36,651	\$ 242,443.00	45%

<b>BREAKDOWN:</b>	TOTAL CARS	+2 %
	FREE CARS	-5%
	CASH REVENUE	-4%

## Structure Occupancy at 1pm Tuesday-Thursday

Available Spaces

# DECEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Chester-20 N.O.W.-36 Park-17 Peabody-102 Pierce-131	5 Chester-49 N.O.W.-33 Park-13 Peabody-4 Pierce-27	6 Chester-16 N.O.W.-41 Park-37 Peabody-66 Pierce-61	7	8
9	10	11 Chester-56 N.O.W.-46 Park-4 Peabody-5 Pierce-23	12 Chester-28 N.O.W.-14 Park-10 Peabody-7 Pierce-75	13 Chester-163 N.O.W.-108 Park-139 Peabody-5 Pierce-93	14	15
16	17	18 Chester-71 N.O.W.-78 Park-14 Peabody-2 Pierce-2	19 Chester-132 N.O.W.-51 Park-18 Peabody-13 Pierce-121	20 Chester-92 N.O.W.-92 Park-14 Peabody-0 Pierce-62	21	22
23	24	25 Holiday-Closed	26 Chester-636 N.O.W.-481 Park-368 Peabody-124 Pierce-60	27 Chester-613 N.O.W.-387 Park-297 Peabody-153 Pierce-22	28	29
30	31	Notes:				

## Pierce Structure

# DECEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Garage not filled.	4 Garage not filled.	5 Garage not filled.	6 Garage not filled.	7 Garage not filled.	8
9	10 Garage not filled.	11 Garage not filled.	12 Garage not filled.	13 Garage not filled.	14 Garage not filled.	15
16	17 Garage not filled.	18 Garage not filled.	19 Garage not filled.	20 Garage not filled.	21 Garage not filled.	22
23	24 Garage not filled.	25 Holiday-closed	26 Garage not filled.	27 Garage not filled.	28 Garage not filled.	29
30	31	Notes:				

## Park Street Structure

# DECEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Garage not filled.	4 Garage not filled.	5 Valet-17 cars	6 Valet-14 cars	7 Valet-3 cars	8
9	10 Garage not filled.	11 Valet-21 cars	12 Valet-6 cars	13 Garage not filled.	14 Garage not filled.	15
16	17 Garage not filled.	18 Garage not filled.	19 Garage not filled.	20 Garage not filled.	21 Garage not filled.	22
23	24 Garage not filled.	25 Holiday-closed	26 Garage not filled.	27 Garage not filled.	28 Garage not filled.	29
30	31	Notes:				

## N.O.W. Structure

# DECEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Garage not filled.	4 Garage not filled.	5 Garage not filled.	6 Garage not filled.	7 Garage not filled.	8
9	10 Garage not filled.	11 Garage not filled.	12 Garage not filled.	13 Garage not filled.	14 Garage not filled.	15
16	17 Garage not filled.	18 Garage not filled.	19 Garage not filled.	20 Garage not filled.	21 Garage not filled.	22
23	24 Garage not filled.	25 Holiday-closed	26 Garage not filled.	27 Garage not filled.	28 Garage not filled.	29
30	31	Notes:				

## Chester Structure

# DECEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Garage not filled.	4 Garage not filled.	5 Garage not filled.	6 Garage not filled.	7 Garage not filled.	8
9	10 Garage not filled.	11 Garage not filled.	12 Garage not filled.	13 Garage not filled.	14 Garage not filled.	15
16	17 Garage not filled.	18 Garage not filled.	19 Garage not filled.	20 Garage not filled.	21 Garage not filled.	22
23	24 Garage not filled.	25 Holiday-closed	26 Garage not filled.	27 Garage not filled.	28 Garage not filled.	29
30	31	Notes:				

Peabody Structure

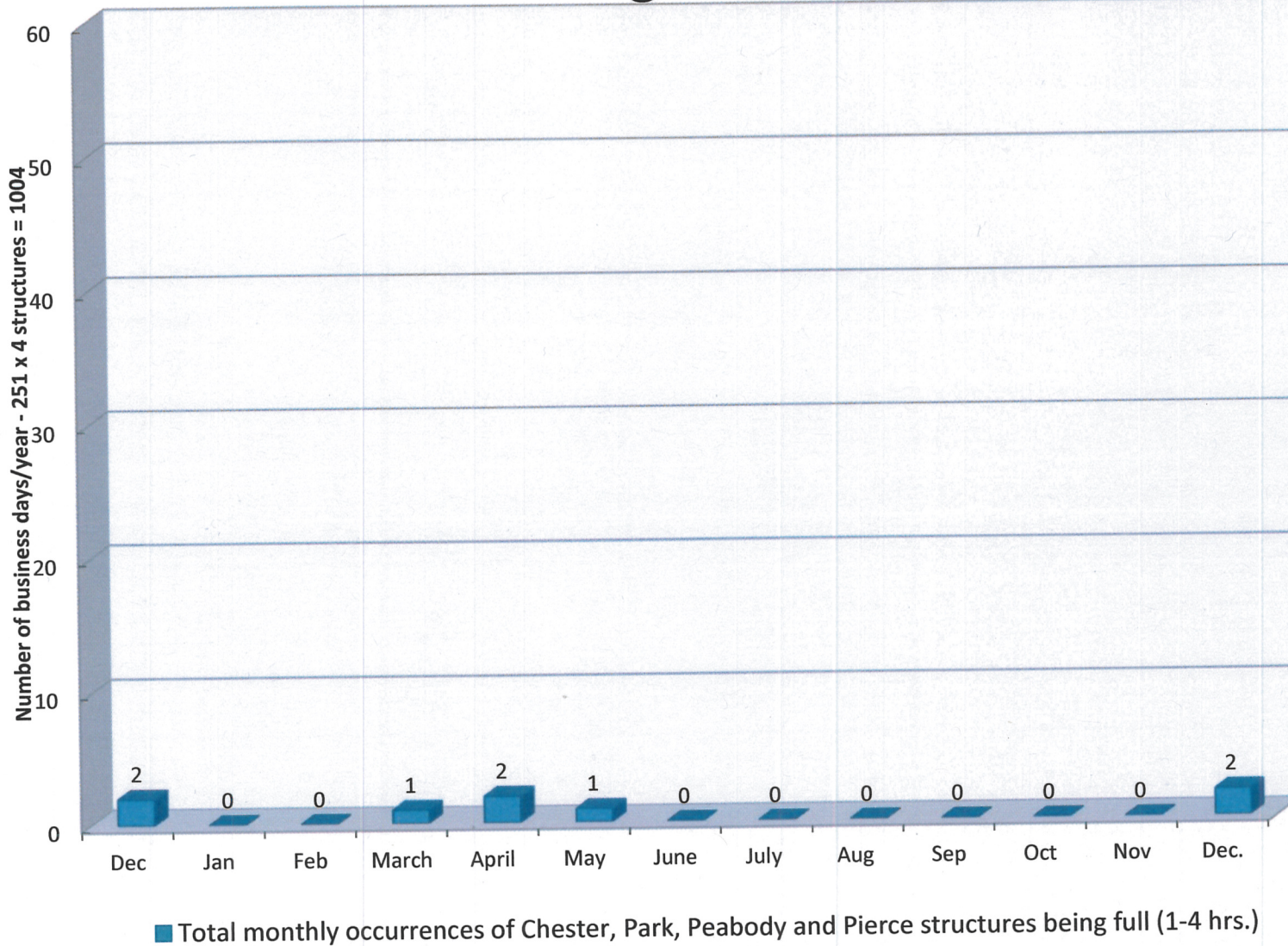
# DECEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Closed:11:00am Open:11:30a	18	19	20 Closed:12:30p Open:1:15a	21	22
23	24	25 Holiday-closed	26	27	28	29
30	31	Notes:				



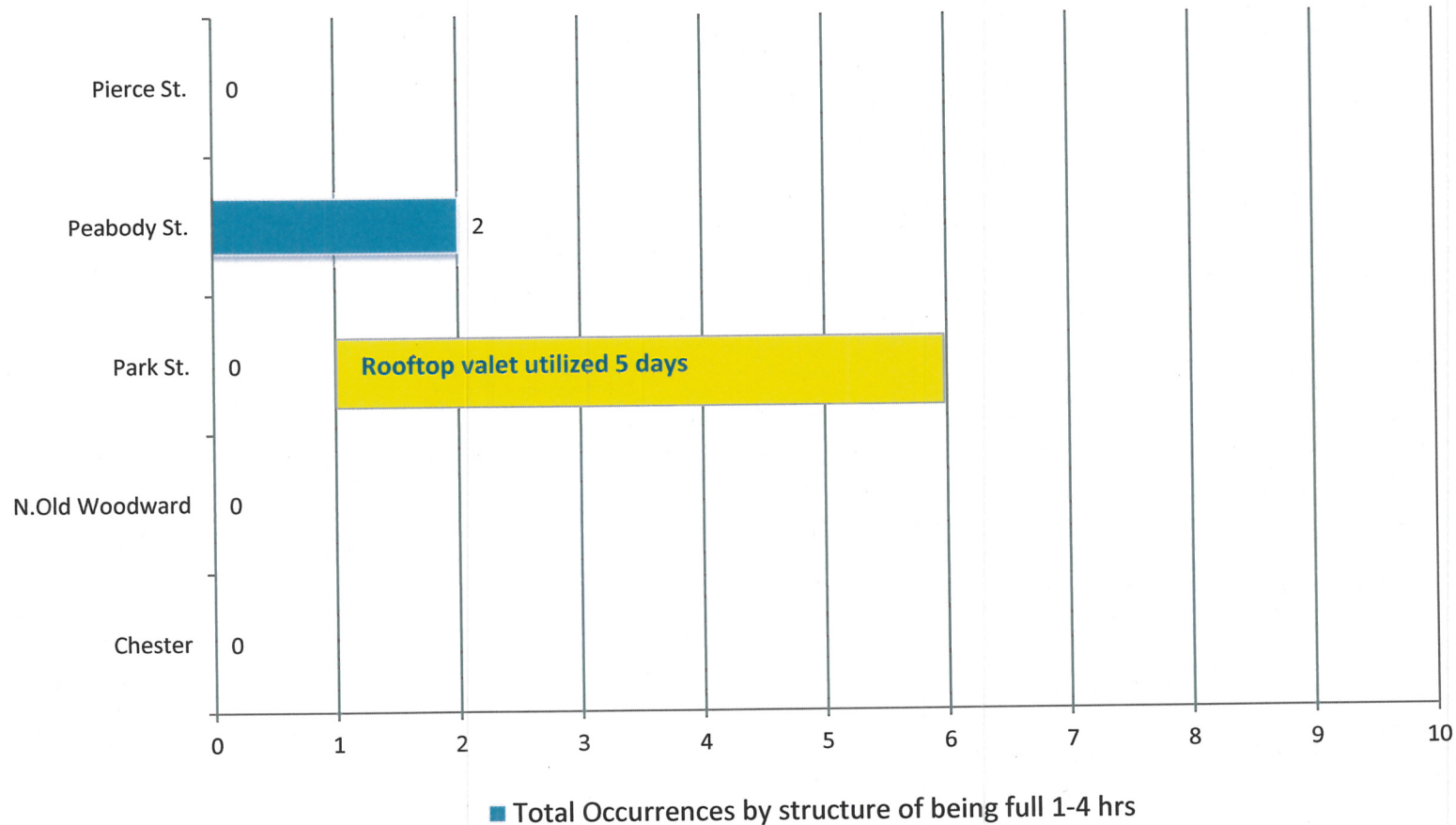
# Dec. 2017 - Dec. 2018

## Combined Parking Structure Full Status



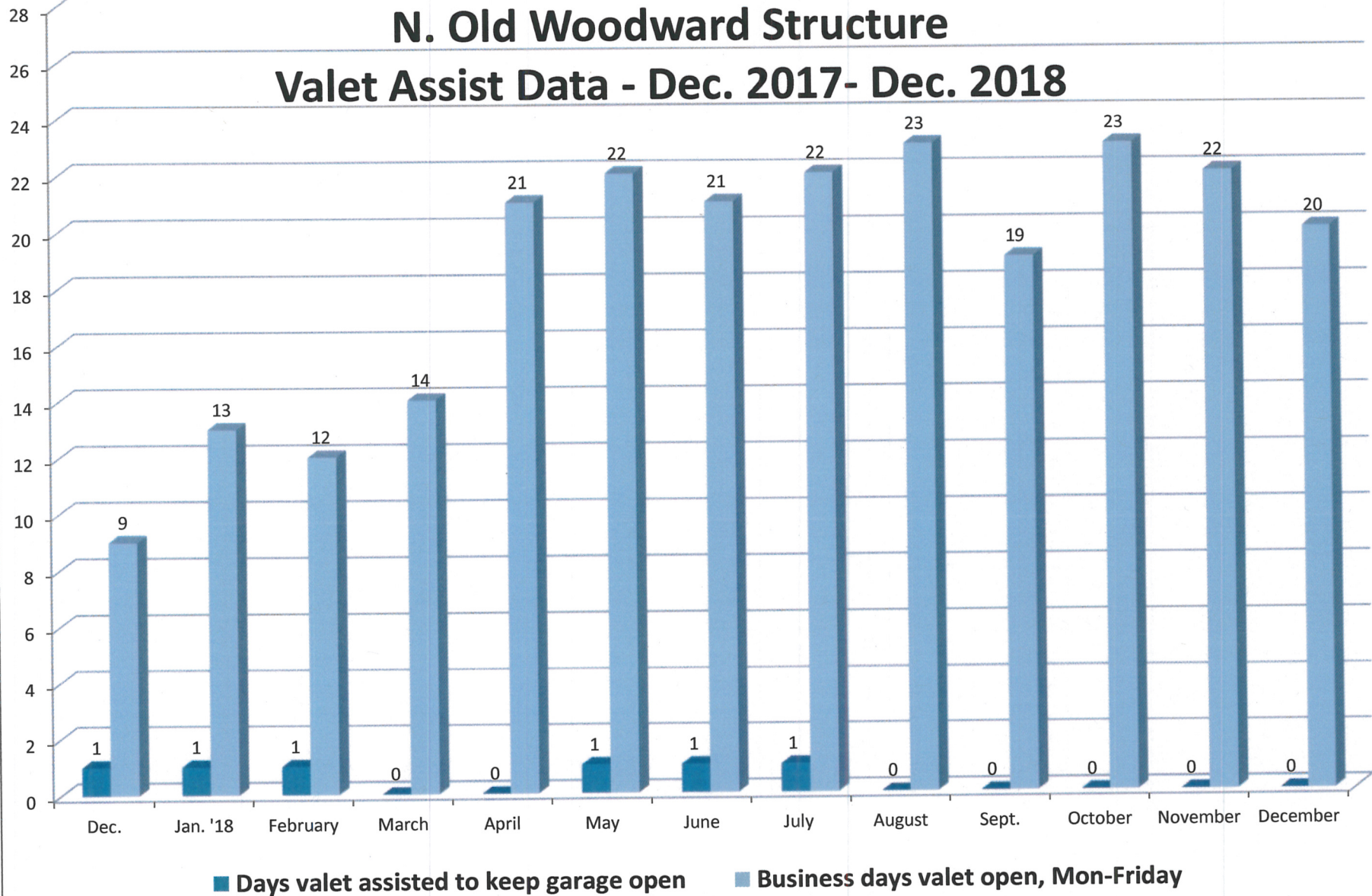
# Parking Full Status by Structure

December 2018 Business Days Only (M-Friday)



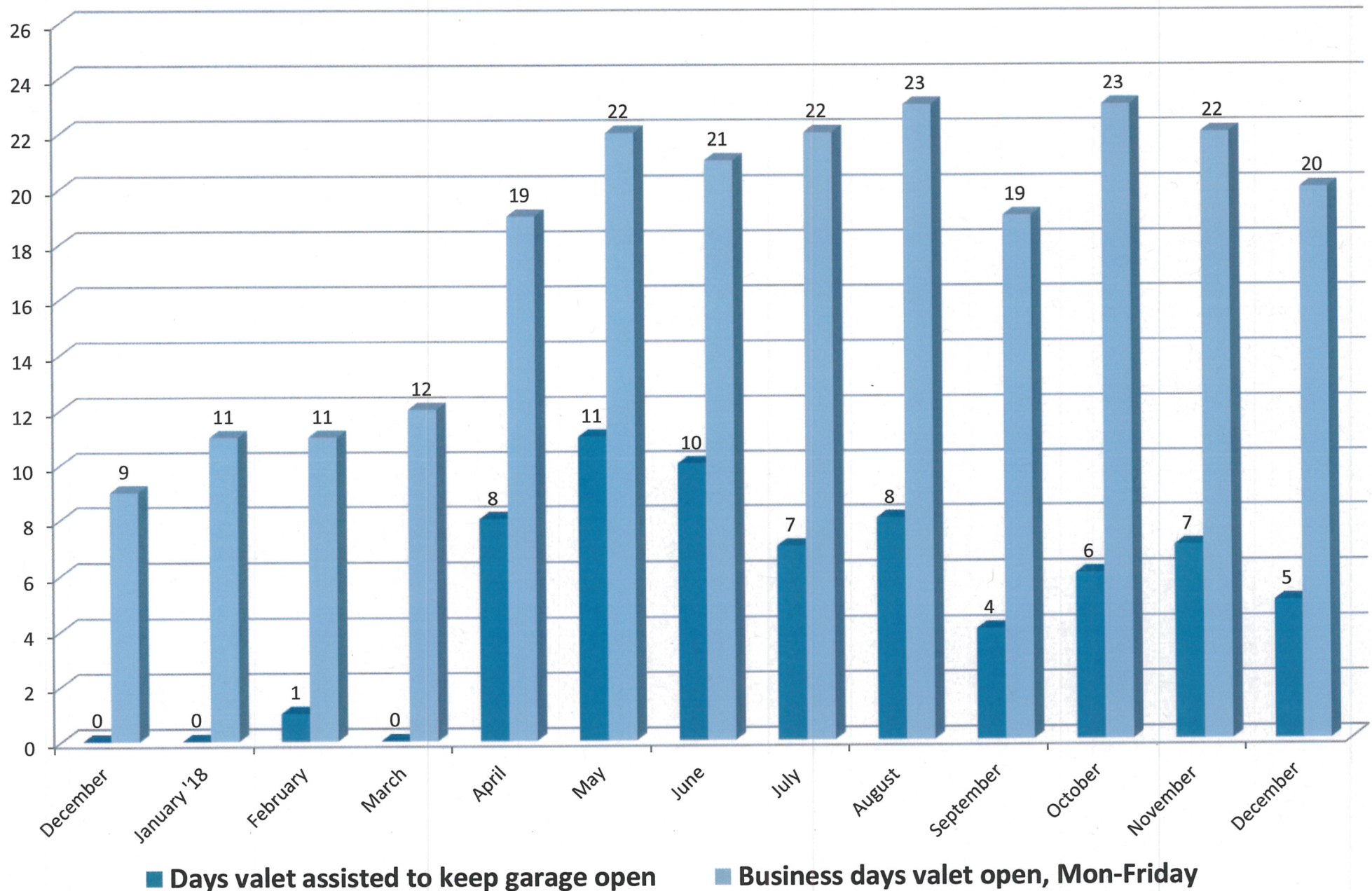


## N. Old Woodward Structure Valet Assist Data - Dec. 2017- Dec. 2018



# Park Street Structure

## Valet Assist Data - Dec. 2017 - Dec. 2018





**Occupancy 10a-2p(Weekday Analysis)**

12/3/2018	10am	11am	12pm	1pm	2pm
Chester(880)	789	805	797	807	796
N.O.W.(745)	477	664	667	658	677
Park(811)	736	776	769	779	762
Peabody(437)	397	433	411	403	418
Pierce(706)	320	682	628	664	631

12/4/2018	10am	11am	12pm	1pm	2pm
Chester(880)	834	861	857	860	860
N.O.W.(745)	659	697	706	709	707
Park(811)	776	798	791	794	801
Peabody(437)	373	315	339	333	332
Pierce(706)	587	673	701	575	563

12/5/2018	10am	11am	12pm	1pm	2pm
Chester(880)	817	855	857	831	825
N.O.W.(745)	626	739	743	712	709
Park(811)	766	809	807	798	777
Peabody(437)	363	404	399	433	422
Pierce(706)	441	577	605	679	672

12/6/2018	10am	11am	12pm	1pm	2pm
Chester(880)	819	864	866	864	866
N.O.W.(745)	622	714	709	704	706
Park(811)	677	772	774	774	738
Peabody(437)	370	406	383	371	382
Pierce(706)	550	616	618	645	614

12/7/2018	10am	11am	12pm	1pm	2pm
Chester(880)	771	775	779	722	709
N.O.W.(745)	531	613	616	615	608
Park(811)	640	700	727	743	704
Peabody(437)	297	381	398	395	377
Pierce(706)	539	612	626	642	649

12/10/2018	10am	11am	12pm	1pm	2pm
Chester(880)	786	830	836	847	846
N.O.W.(745)	478	666	661	656	654
Park(811)	755	774	787	778	787
Peabody(437)	382	419	421	423	412
Pierce(706)	556	636	698	608	572

12/11/2018	10am	11am	12pm	1pm	2pm
Chester(880)	846	855	838	824	827
N.O.W.(745)	645	713	706	699	694
Park(811)	771	807	799	807	805
Peabody(437)	371	413	428	432	426
Pierce(706)	497	605	665	683	690

12/12/2018	10am	11am	12pm	1pm	2pm
Chester(880)	729	782	805	852	853
N.O.W.(745)	613	643	680	731	736
Park(811)	656	698	734	801	785
Peabody(437)	359	401	421	430	428
Pierce(706)	549	595	636	631	622

12/13/2018	10am	11am	12pm	1pm	2pm
Chester(880)	688	754	743	717	667
N.O.W.(745)	486	629	652	637	623
Park(811)	630	696	704	672	655
Peabody(437)	310	372	404	432	418
Pierce(706)	435	515	539	613	637

**Occupancy 10a-2p(Weekday Analysis)**

12/3/2018	10am	11am	12pm	1pm	2pm
Chester(880)	90%	91%	91%	92%	90%
N.O.W.(745)	64%	89%	90%	88%	91%
Park(811)	91%	96%	95%	96%	94%
Peabody(437)	91%	99%	94%	92%	96%
Pierce(706)	45%	97%	89%	94%	89%

12/4/2018	10am	11am	12pm	1pm	2pm
Chester(880)	95%	98%	97%	98%	98%
N.O.W.(745)	88%	94%	95%	95%	95%
Park(811)	96%	98%	98%	98%	99%
Peabody(437)	85%	72%	78%	76%	76%
Pierce(706)	83%	95%	99%	81%	80%

12/5/2018	10am	11am	12pm	1pm	2pm
Chester(880)	93%	97%	97%	94%	94%
N.O.W.(745)	84%	99%	100%	96%	95%
Park(811)	94%	100%	100%	98%	96%
Peabody(437)	83%	92%	91%	99%	97%
Pierce(706)	62%	82%	86%	96%	95%

12/6/2018	10am	11am	12pm	1pm	2pm
Chester(880)	93%	98%	98%	98%	98%
N.O.W.(745)	83%	96%	95%	94%	95%
Park(811)	83%	95%	95%	95%	91%
Peabody(437)	85%	93%	88%	85%	87%
Pierce(706)	78%	87%	88%	91%	87%

12/7/2018	10am	11am	12pm	1pm	2pm
Chester(880)	88%	88%	89%	82%	81%
N.O.W.(745)	71%	82%	83%	83%	82%
Park(811)	79%	86%	90%	92%	87%
Peabody(437)	68%	87%	91%	90%	86%
Pierce(706)	76%	87%	89%	91%	92%

12/10/2018	10am	11am	12pm	1pm	2pm
Chester(880)	89%	94%	95%	96%	96%
N.O.W.(745)	64%	89%	89%	88%	88%
Park(811)	93%	95%	97%	96%	97%
Peabody(437)	87%	96%	96%	97%	94%
Pierce(706)	79%	90%	99%	86%	81%

12/11/2018	10am	11am	12pm	1pm	2pm
Chester(880)	96%	97%	95%	94%	94%
N.O.W.(745)	87%	96%	95%	94%	93%
Park(811)	95%	100%	99%	100%	99%
Peabody(437)	85%	95%	98%	99%	97%
Pierce(706)	70%	86%	94%	97%	98%

12/12/2018	10am	11am	12pm	1pm	2pm
Chester(880)	83%	89%	91%	97%	97%
N.O.W.(745)	82%	86%	91%	98%	99%
Park(811)	81%	86%	91%	99%	97%
Peabody(437)	82%	92%	96%	98%	98%
Pierce(706)	78%	84%	90%	89%	88%

12/13/2018	10am	11am	12pm	1pm	2pm
Chester(880)	78%	86%	84%	81%	76%
N.O.W.(745)	65%	84%	88%	86%	84%
Park(811)	78%	86%	87%	83%	81%
Peabody(437)	71%	85%	92%	99%	96%
Pierce(706)	62%	73%	76%	87%	90%

### Occupancy 10a-2p(Weekday Analysis)

12/14/2018	10am	11am	12pm	1pm	2pm
Chester(880)	672	764	743	705	667
N.O.W.(745)	471	633	653	644	618
Park(811)	617	672	706	689	662
Peabody(437)	303	354	389	402	406
Pierce(706)	492	526	562	602	621

12/17/2018	10am	11am	12pm	1pm	2pm
Chester(880)	716	744	779	786	775
N.O.W.(745)	481	602	630	616	621
Park(811)	716	725	733	758	749
Peabody(437)	363	405	424	417	396
Pierce(706)	392	496	615	606	566

12/18/2018	10am	11am	12pm	1pm	2pm
Chester(880)	777	808	798	809	785
N.O.W.(745)	632	654	660	667	659
Park(811)	673	783	803	797	790
Peabody(437)	367	431	436	436	431
Pierce(706)	539	600	671	704	678

12/19/2018	10am	11am	12pm	1pm	2pm
Chester(880)	728	759	762	748	734
N.O.W.(745)	572	690	682	694	679
Park(811)	678	805	796	793	790
Peabody(437)	356	424	421	424	419
Pierce(706)	470	595	589	585	570

12/20/2018	10am	11am	12pm	1pm	2pm
Chester(880)	669	688	780	788	774
N.O.W.(745)	545	557	631	653	627
Park(811)	658	676	796	797	786
Peabody(437)	358	363	414	430	419
Pierce(706)	496	519	666	644	628

12/21/2018	10am	11am	12pm	1pm	2pm
Chester(880)	586	563	559	522	518
N.O.W.(745)	461	553	546	558	543
Park(811)	601	675	706	747	755
Peabody(437)	352	381	390	415	419
Pierce(706)	504	582	632	692	688

12/24/2018	10am	11am	12pm	1pm	2pm
Chester(880)	106	112	110	109	95
N.O.W.(745)	43	48	52	30	24
Park(811)	259	303	352	343	329
Peabody(437)	88	111	154	119	111
Pierce(706)	212	270	276	272	245

12/26/2018	10am	11am	12pm	1pm	2pm
Chester(880)	276	232	240	244	228
N.O.W.(745)	203	257	270	264	252
Park(811)	586	342	369	443	435
Peabody(437)	286	317	226	263	252
Pierce(706)	514	562	609	646	634

12/27/2018	10am	11am	12pm	1pm	2pm
Chester(880)	241	264	261	267	273
N.O.W.(745)	316	352	358	358	363
Park(811)	333	387	467	514	540

### Occupancy 10a-2p(Weekday Analysis)

12/14/2018	10am	11am	12pm	1pm	2pm
Chester(880)	76%	87%	84%	80%	76%
N.O.W.(745)	63%	85%	88%	86%	83%
Park(811)	76%	83%	87%	85%	82%
Peabody(437)	69%	81%	89%	92%	93%
Pierce(706)	70%	75%	80%	85%	88%

12/17/2018	10am	11am	12pm	1pm	2pm
Chester(880)	81%	85%	89%	89%	88%
N.O.W.(745)	65%	81%	85%	83%	83%
Park(811)	88%	89%	90%	93%	92%
Peabody(437)	83%	93%	97%	95%	91%
Pierce(706)	56%	70%	87%	86%	80%

12/18/2018	10am	11am	12pm	1pm	2pm
Chester(880)	88%	92%	91%	92%	89%
N.O.W.(745)	85%	88%	89%	90%	88%
Park(811)	83%	97%	99%	98%	97%
Peabody(437)	84%	99%	100%	100%	99%
Pierce(706)	76%	85%	95%	100%	96%

12/19/2018	10am	11am	12pm	1pm	2pm
Chester(880)	83%	86%	87%	85%	83%
N.O.W.(745)	77%	93%	92%	93%	91%
Park(811)	84%	99%	98%	98%	97%
Peabody(437)	81%	97%	96%	97%	96%
Pierce(706)	67%	84%	83%	83%	81%

12/20/2018	10am	11am	12pm	1pm	2pm
Chester(880)	76%	78%	89%	90%	88%
N.O.W.(745)	73%	75%	85%	88%	84%
Park(811)	81%	83%	98%	98%	97%
Peabody(437)	82%	83%	95%	98%	96%
Pierce(706)	70%	74%	94%	91%	89%

12/21/2018	10am	11am	12pm	1pm	2pm
Chester(880)	67%	64%	64%	59%	59%
N.O.W.(745)	62%	74%	73%	75%	73%
Park(811)	74%	83%	87%	92%	93%
Peabody(437)	81%	87%	89%	95%	96%
Pierce(706)	71%	82%	90%	98%	97%

12/24/2018	10am	11am	12pm	1pm	2pm
Chester(880)	12%	13%	13%	12%	11%
N.O.W.(745)	6%	6%	7%	4%	3%
Park(811)	32%	37%	43%	42%	41%
Peabody(437)	20%	25%	35%	27%	25%
Pierce(706)	30%	38%	39%	39%	35%

12/26/2018	10am	11am	12pm	1pm	2pm
Chester(880)	31%	26%	27%	28%	26%
N.O.W.(745)	27%	34%	36%	35%	34%
Park(811)	72%	42%	45%	55%	54%
Peabody(437)	65%	73%	52%	60%	58%
Pierce(706)	73%	80%	86%	92%	90%

12/27/2018	10am	11am	12pm	1pm	2pm
Chester(880)	27%	30%	30%	30%	31%
N.O.W.(745)	42%	47%	48%	48%	49%
Park(811)	41%	48%	58%	63%	67%

**Occupancy 10a-2p(Weekday Anaylsis)**

Peabody(437)	195	238	262	284	277
Pierce(706)	600	683	633	684	497

12/28/2018	10am	11am	12pm	1pm	2pm
Chester(880)	223	248	244	254	267
N.O.W.(745)	300	240	250	258	238
Park(811)	302	381	438	493	517
Peabody(437)	163	234	265	292	299
Pierce(706)	298	363	391	448	445

12/31/2018	10am	11am	12pm	1pm	2pm
Chester(880)	139	152	181	142	128
N.O.W.(745)	116	111	105	118	100
Park(811)	282	322	358	364	382
Peabody(437)	157	182	185	189	191
Pierce(706)	142	157	165	181	188

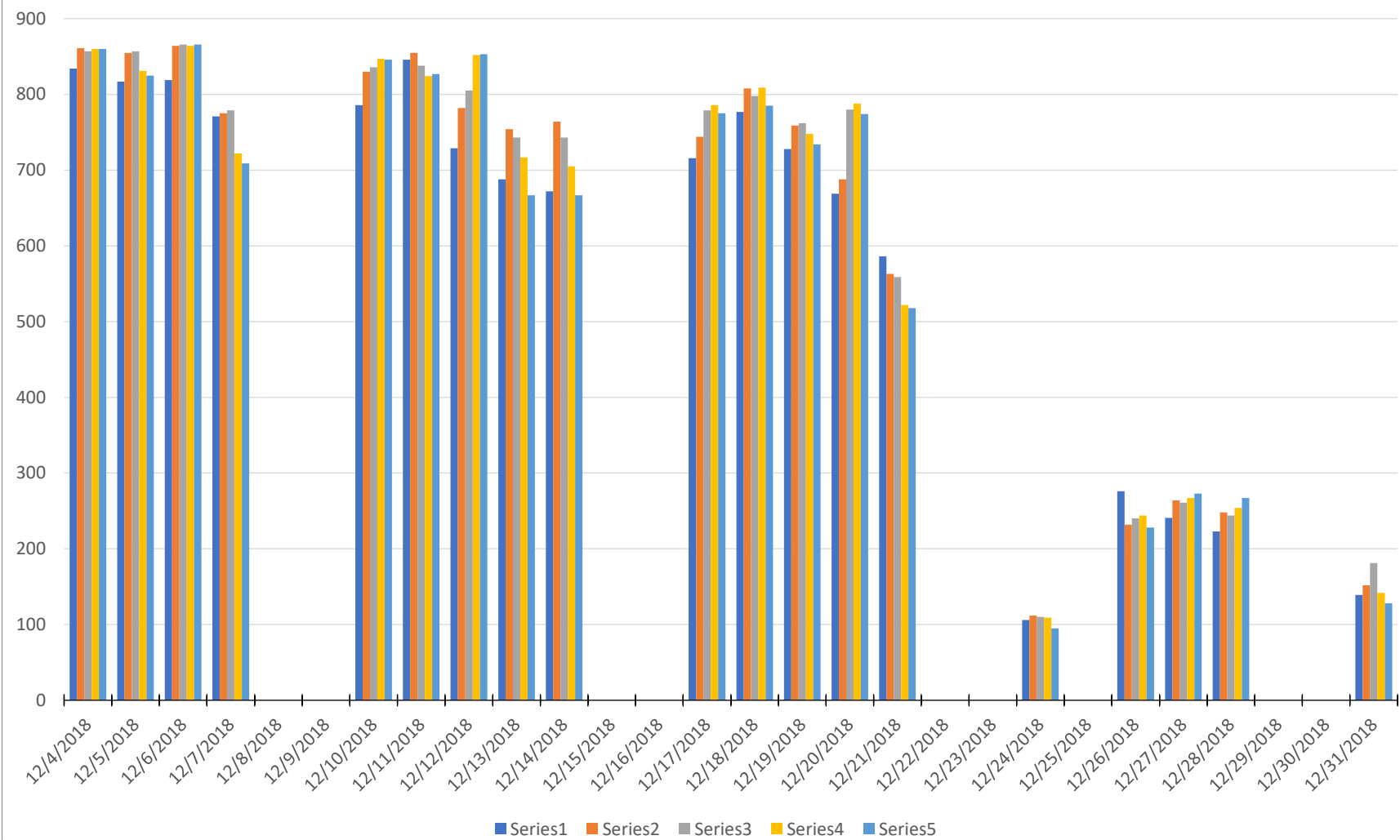
**Occupancy 10a-2p(Weekday Anaylsis)**

Peabody(437)	45%	54%	60%	65%	63%
Pierce(706)	85%	97%	90%	97%	70%

12/28/2018	10am	11am	12pm	1pm	2pm
Chester(880)	25%	28%	28%	29%	30%
N.O.W.(745)	40%	32%	34%	35%	32%
Park(811)	37%	47%	54%	61%	64%
Peabody(437)	37%	54%	61%	67%	68%
Pierce(706)	42%	51%	55%	63%	63%

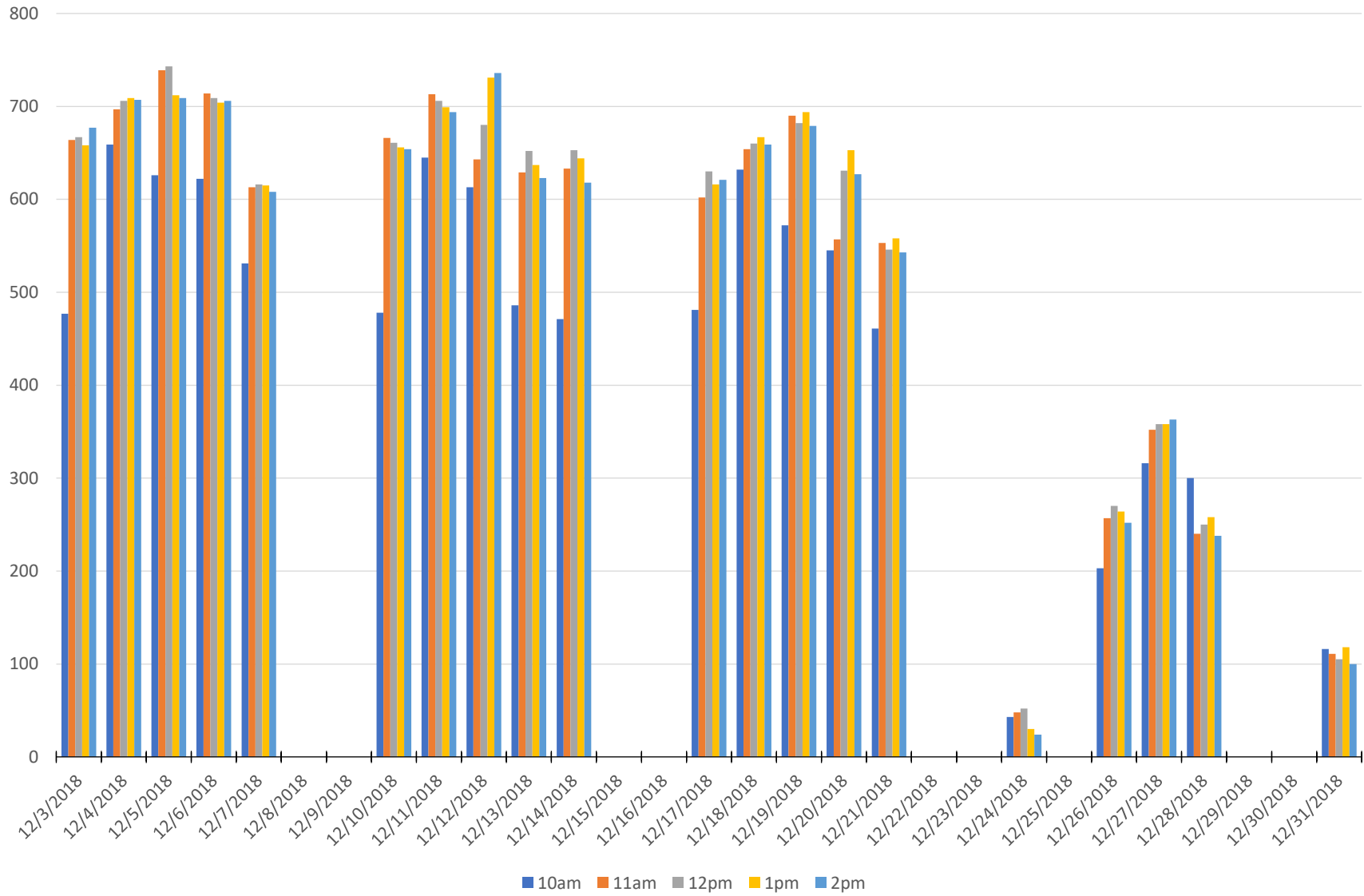
12/31/2018	10am	11am	12pm	1pm	2pm
Chester(880)	16%	17%	21%	16%	15%
N.O.W.(745)	16%	15%	14%	16%	13%
Park(811)	35%	40%	44%	45%	47%
Peabody(437)	36%	42%	42%	43%	44%
Pierce(706)	20%	22%	23%	26%	27%

Chester Occupancy-880 Spaces

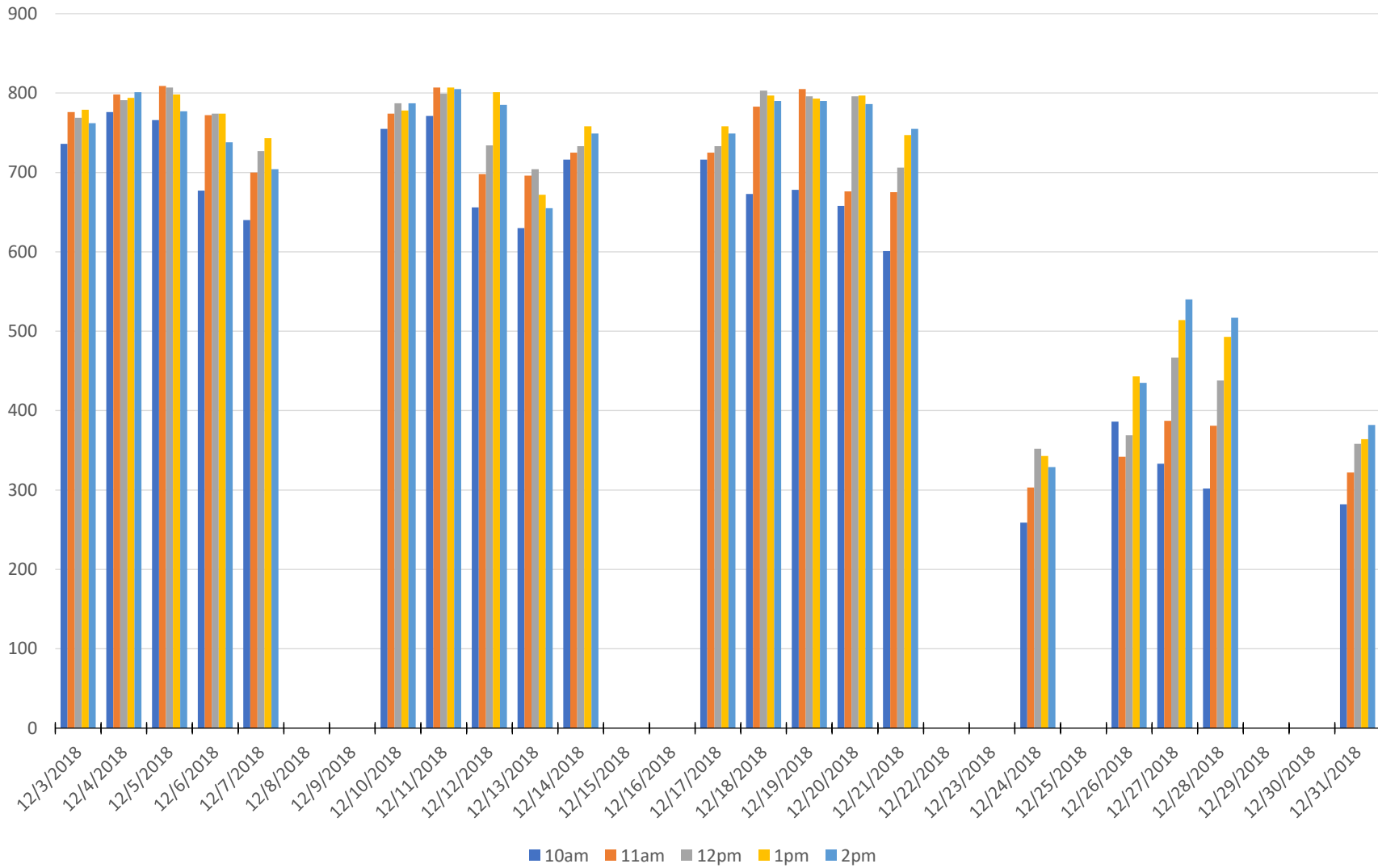




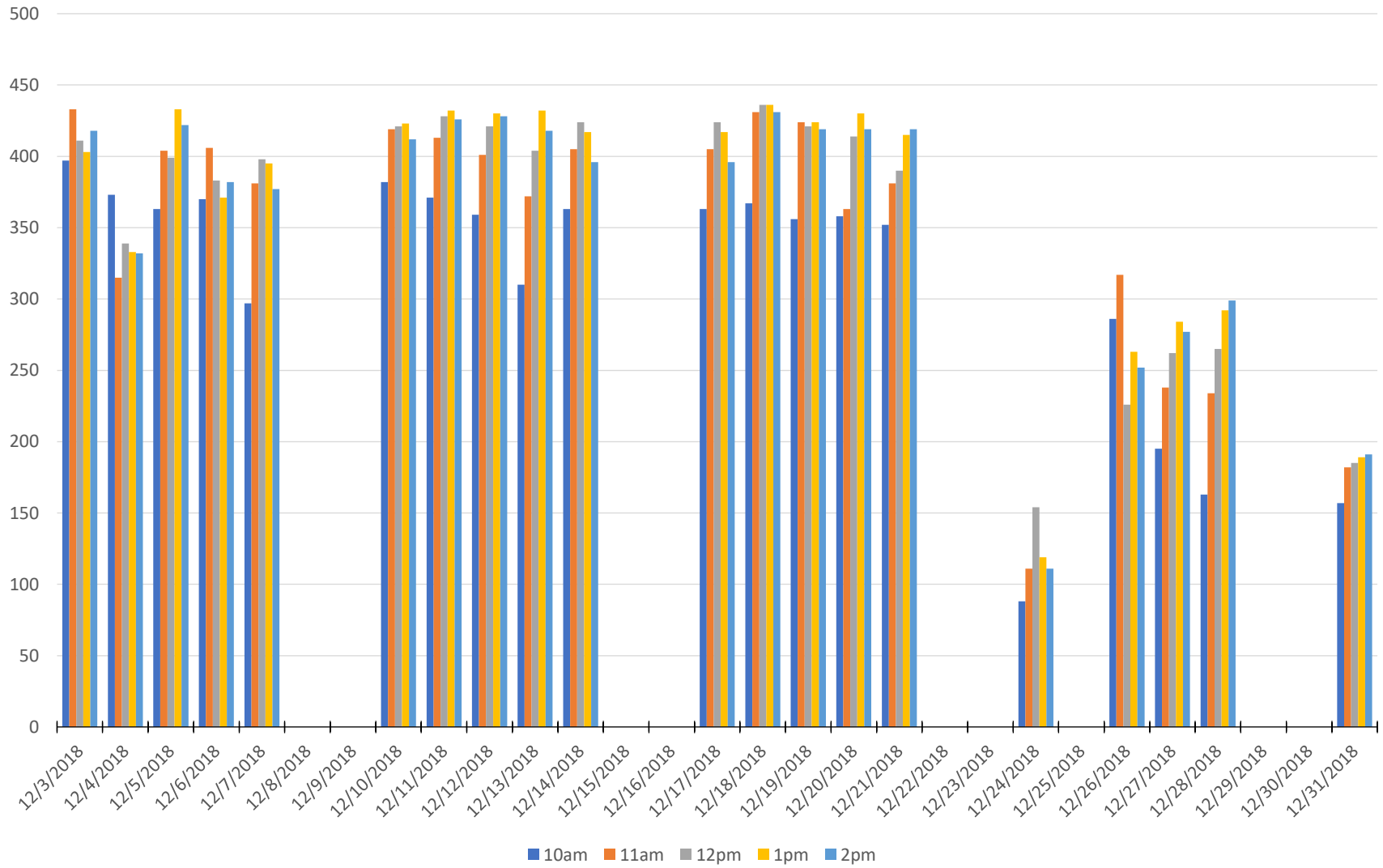
# N.O.W. Occupancy-745 Spaces



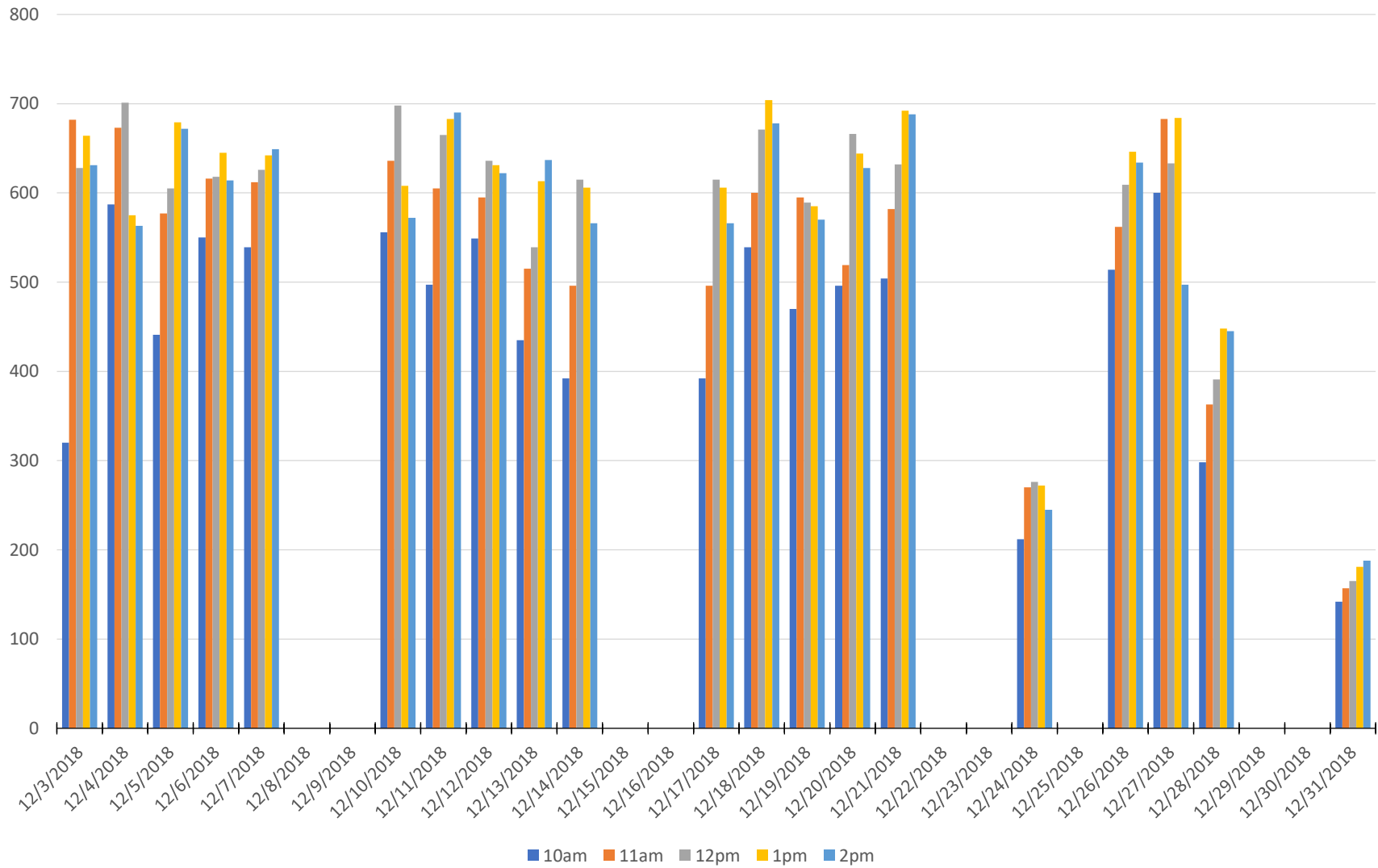
Park Occupancy-811 Spaces



# Peabody Occupancy-437 Spaces

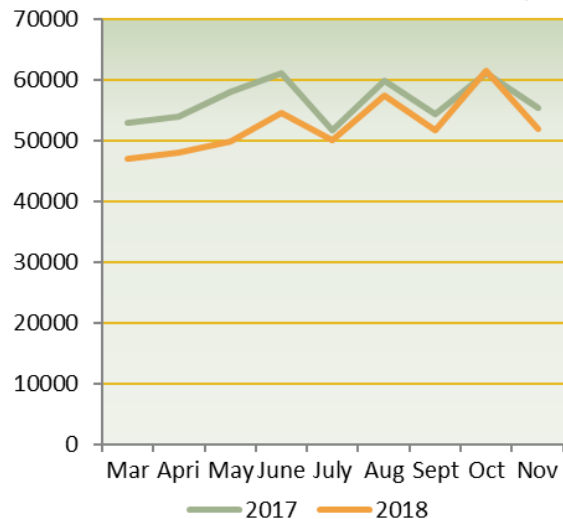


# Pierce Occupancy-706 Spaces

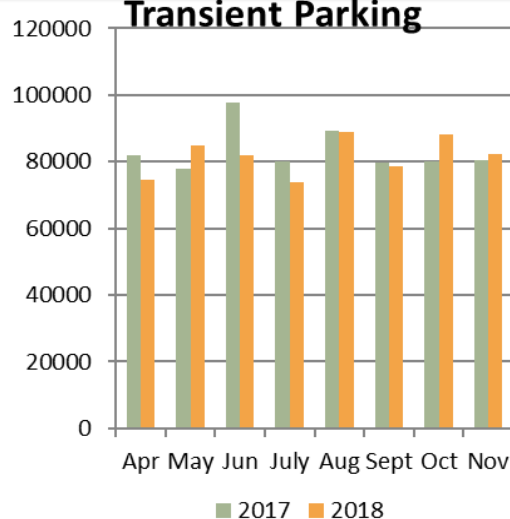


# City of Birmingham Parking Utilization Dashboard – December 2018

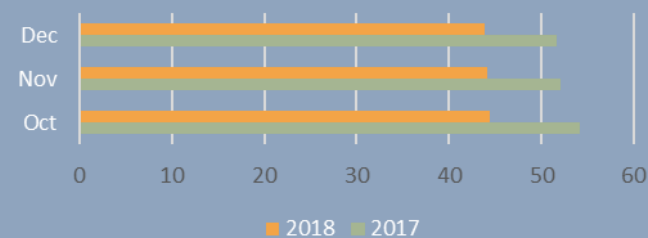
## Monthly Permit Parking



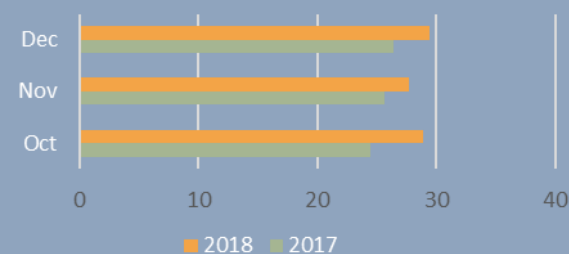
## Transient Parking



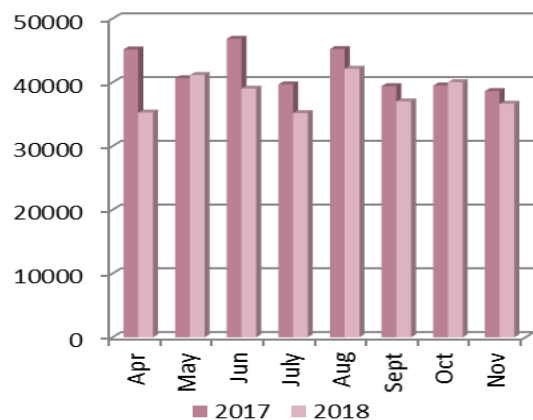
## Coin



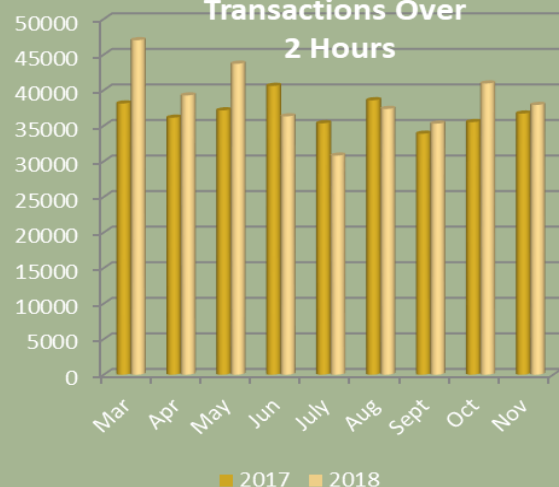
## Credit



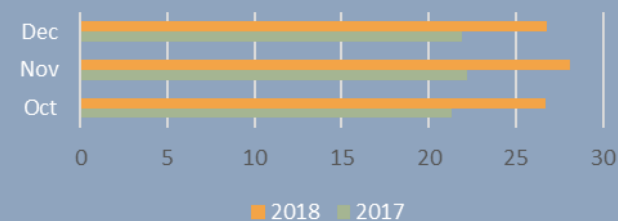
## Transactions Under 2 Hours



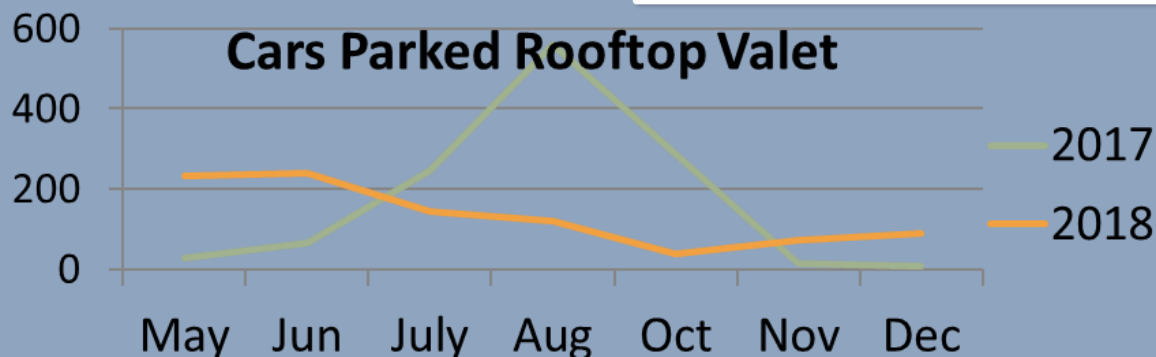
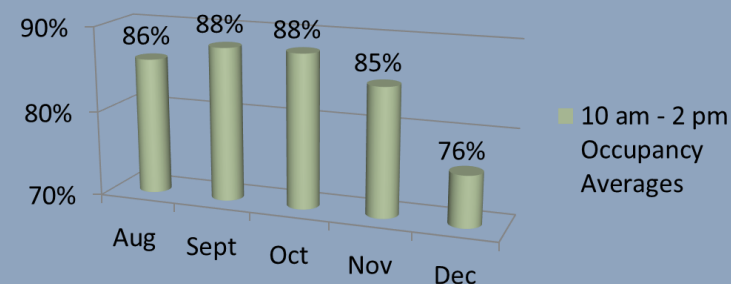
## Transactions Over 2 Hours



## ParkMobile



## 10 am - 2 pm Parking Garage Occupancy Average



\*2017 Rooftop valet utilization increased Jul—Oct 2017 due to the Park Street Paving Project

## MONTHLY PARKING PERMIT REPORT

For the month of: November 2018

Date Compiled: December 24, 2018

	Pierce	Park	Peabody	N.Old Wooc	Chester	Lot #6/\$210	Lot #6/\$150	South Side	Lot B	35001 Woodward	Lot 12	Total
1. Total Spaces	706	811	437	745	880	174	79	8	40	40	150	4070
2. Daily Spaces	370	348	224	359	425	N/A	N/A	N/A	N/A	N/A	N/A	1726
3. Monthly Spaces	336	463	213	386	560	174	79	8	30	40	150	2439
4. Monthly Permits Authorized	550	750	400	800	1140	150	40	8	30	50	150	4068
5. Permits - end of previous month	550	750	400	800	1140	150	40	8	30	50	150	4068
6. Permits - end of month	550	750	400	800	1140	150	40	8	30	50	150	4068
7. Permits - available at end of month	0	0	0	0	0	0	0	0	0	0		0
8. Permits issued in month includes permits effective 1st of month	11	3	4	2	8	0	0	0	0	0	0	28
9. Permits given up in month	11	3	4	2	8	0	0	0	0	0	0	28
10. Net Change	0	0	0	0	0	0	0	0	0	0	0	0
11. On List - end of month*	1119	1020	1068	1388	996	0	0	0	0	0	0	5591
**On List-Unique Individuals												3447
12. Added to list in month	15	10	18	14	19	0	0	0	0	0	0	76
13. Withdrawn from list in month (w/o permit)	0	0	0	0	0	0	0	0	0	0	0	0
14. Average # of weeks on list for permits issued in month	143	82	141	126	57	0	0	0	0	0	0	109.8
15. Transient parker occupied	190	148	89	184	89	N/A	N/A	N/A	N/A	N/A	N/A	700
16. Monthly parker occupied	445	654	306	511	752	N/A	N/A	N/A	N/A	N/A	N/A	2668
17. Total parker occupied	635	802	395	695	841	N/A	N/A	N/A	N/A	N/A	N/A	3368
18. Total spaces available at 1pm on Wednesday 11/14	71	9	42	50	39	N/A	N/A	N/A	N/A	N/A	N/A	211
19. "All Day" parkers paying 5 hrs. or more												
A: Weekday average.	241	211	131	129	120	N/A	N/A	N/A	N/A	N/A	N/A	832
B: Maximum day	N/A*	N/A*	N/A*	N/A*	N/A*	N/A	N/A	N/A	N/A	N/A	N/A	0
20. Utilization by long term parkers	N/A*	N/A*	N/A*	N/A*	N/A*	N/A	N/A	N/A	N/A	N/A	N/A	#DIV/0!

(1) Lot #6 does not have gate control, therefore no transient count available

(2) (Permits/Oversell Factor + Weekday Avg.) / Total Spaces

\* Average Maximum day not available currently in Skidata

\*\* Unique individuals represent the actual number of unique people on the wait list regardless of how many structures they have requested.

**Birmingham Parking System  
Transient & Free Parking Analysis  
Months of November 2017 & November 2018**

**November 2017**

<b>GARAGE</b>	<b>TOTAL CARS</b>	<b>FREE CARS</b>	<b>CASH REVENUE</b>	<b>% FREE</b>
PEABODY	16,477	9,494	\$36,509.00	58%
PARK	18,977	7,813	\$63,059.00	41%
CHESTER	6,730	2,217	\$53,313.00	33%
WOODWARD	13,377	6,875	\$36,116.00	51%
PIERCE	24,801	12,237	\$63,026.00	49%
<b>TOTALS</b>	80,362	38,636	\$ 252,023.00	48%

**November 2018**

<b>GARAGE</b>	<b>TOTAL CARS</b>	<b>FREE CARS</b>	<b>CASH REVENUE</b>	<b>% FREE</b>
PEABODY	19,067	10,170	\$46,687.00	53%
PARK	19,693	7,690	\$46,517.00	39%
CHESTER	7,102	2,099	\$48,377.00	30%
WOODWARD	12,327	6,255	\$30,745.00	51%
PIERCE	23,948	10,437	\$70,117.00	44%
<b>TOTALS</b>	82,137	36,651	\$ 242,443.00	45%

<b>BREAKDOWN:</b>	TOTAL CARS	+2 %
	FREE CARS	-5%
	CASH REVENUE	-4%

## Structure Occupancy at 1pm Tuesday-Thursday

Available Spaces

# DECEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Chester-20 N.O.W.-36 Park-17 Peabody-102 Pierce-131	5 Chester-49 N.O.W.-33 Park-13 Peabody-4 Pierce-27	6 Chester-16 N.O.W.-41 Park-37 Peabody-66 Pierce-61	7	8
9	10	11 Chester-56 N.O.W.-46 Park-4 Peabody-5 Pierce-23	12 Chester-28 N.O.W.-14 Park-10 Peabody-7 Pierce-75	13 Chester-163 N.O.W.-108 Park-139 Peabody-5 Pierce-93	14	15
16	17	18 Chester-71 N.O.W.-78 Park-14 Peabody-2 Pierce-2	19 Chester-132 N.O.W.-51 Park-18 Peabody-13 Pierce-121	20 Chester-92 N.O.W.-92 Park-14 Peabody-0 Pierce-62	21	22
23	24	25 Holiday-Closed	26 Chester-636 N.O.W.-481 Park-368 Peabody-124 Pierce-60	27 Chester-613 N.O.W.-387 Park-297 Peabody-153 Pierce-22	28	29
30	31	Notes:				



## Pierce Structure

# DECEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Garage not filled.	4 Garage not filled.	5 Garage not filled.	6 Garage not filled.	7 Garage not filled.	8
9	10 Garage not filled.	11 Garage not filled.	12 Garage not filled.	13 Garage not filled.	14 Garage not filled.	15
16	17 Garage not filled.	18 Garage not filled.	19 Garage not filled.	20 Garage not filled.	21 Garage not filled.	22
23	24 Garage not filled.	25 Holiday-closed	26 Garage not filled.	27 Garage not filled.	28 Garage not filled.	29
30	31	Notes:				

## Park Street Structure

# DECEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Garage not filled.	4 Garage not filled.	5 Valet-17 cars	6 Valet-14 cars	7 Valet-3 cars	8
9	10 Garage not filled.	11 Valet-21 cars	12 Valet-6 cars	13 Garage not filled.	14 Garage not filled.	15
16	17 Garage not filled.	18 Garage not filled.	19 Garage not filled.	20 Garage not filled.	21 Garage not filled.	22
23	24 Garage not filled.	25 Holiday-closed	26 Garage not filled.	27 Garage not filled.	28 Garage not filled.	29
30	31	Notes:				

## N.O.W. Structure

# DECEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Garage not filled.	4 Garage not filled.	5 Garage not filled.	6 Garage not filled.	7 Garage not filled.	8
9	10 Garage not filled.	11 Garage not filled.	12 Garage not filled.	13 Garage not filled.	14 Garage not filled.	15
16	17 Garage not filled.	18 Garage not filled.	19 Garage not filled.	20 Garage not filled.	21 Garage not filled.	22
23	24 Garage not filled.	25 Holiday-closed	26 Garage not filled.	27 Garage not filled.	28 Garage not filled.	29
30	31	Notes:				

## Chester Structure

# DECEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Garage not filled.	4 Garage not filled.	5 Garage not filled.	6 Garage not filled.	7 Garage not filled.	8
9	10 Garage not filled.	11 Garage not filled.	12 Garage not filled.	13 Garage not filled.	14 Garage not filled.	15
16	17 Garage not filled.	18 Garage not filled.	19 Garage not filled.	20 Garage not filled.	21 Garage not filled.	22
23	24 Garage not filled.	25 Holiday-closed	26 Garage not filled.	27 Garage not filled.	28 Garage not filled.	29
30	31	Notes:				

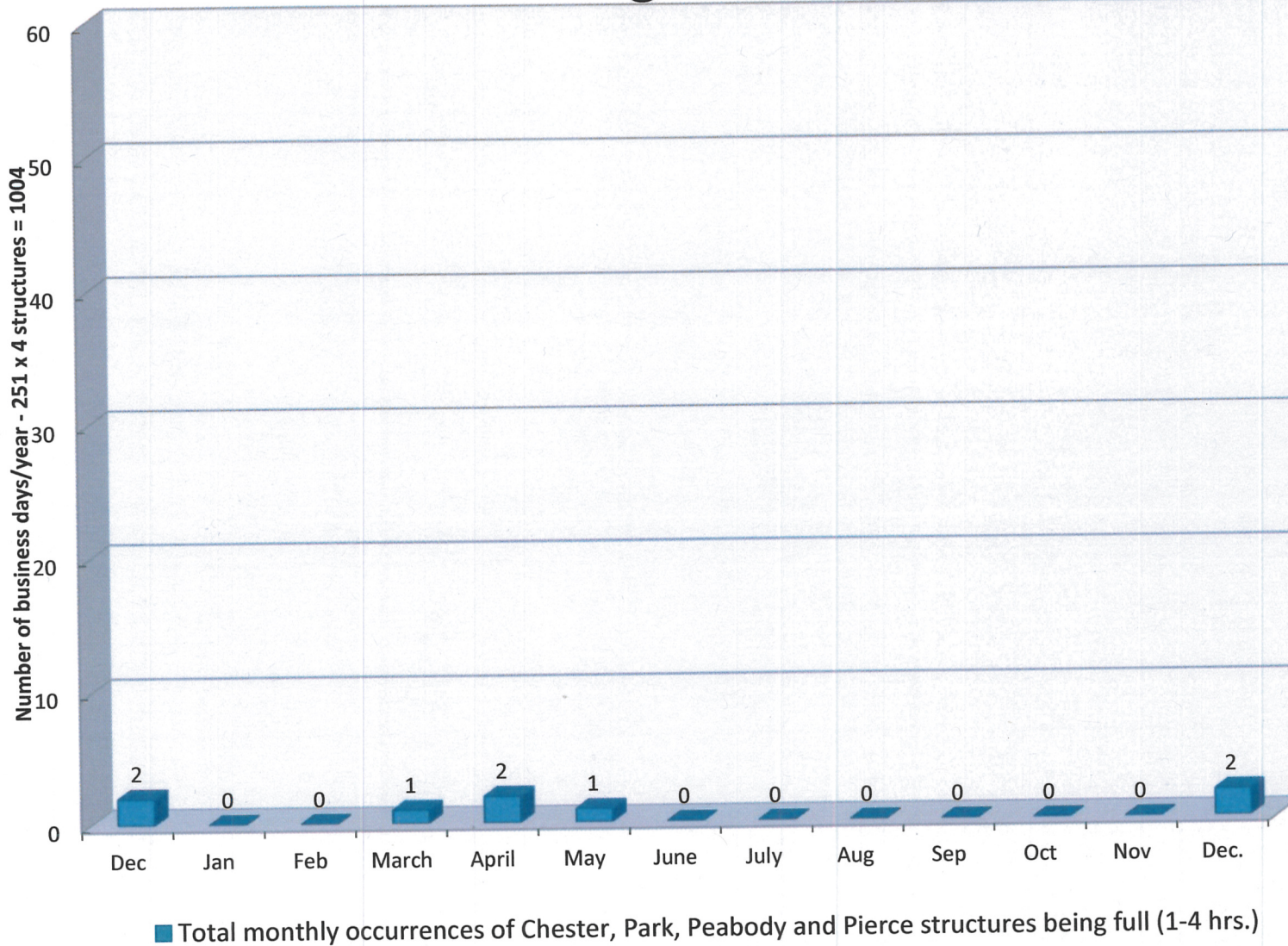
Peabody Structure

# DECEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Closed:11:00am Open:11:30a	18	19	20 Closed:12:30p Open:1:15a	21	22
23	24	25 Holiday-closed	26	27	28	29
30	31	Notes:				

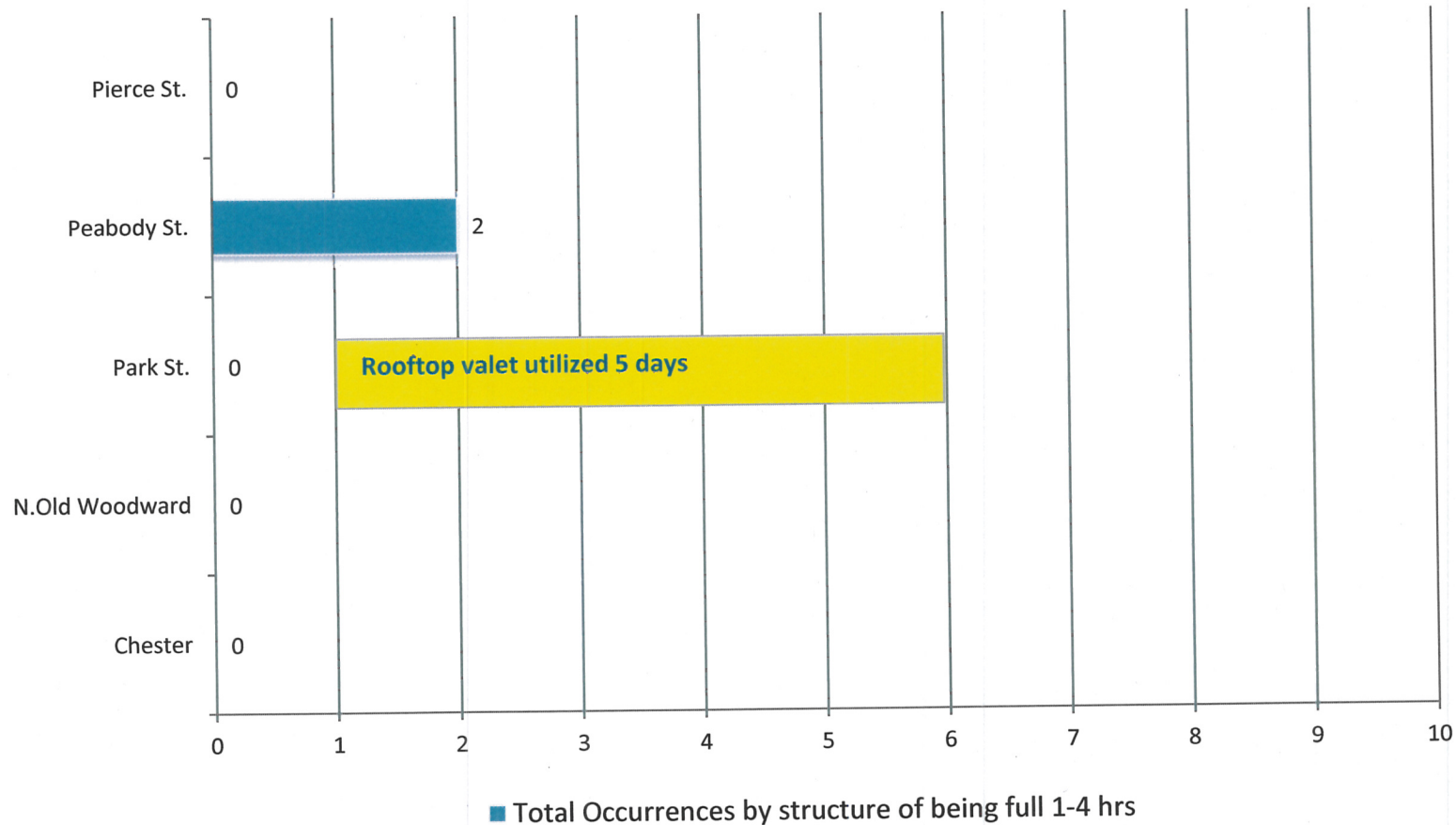
# Dec. 2017 - Dec. 2018

## Combined Parking Structure Full Status



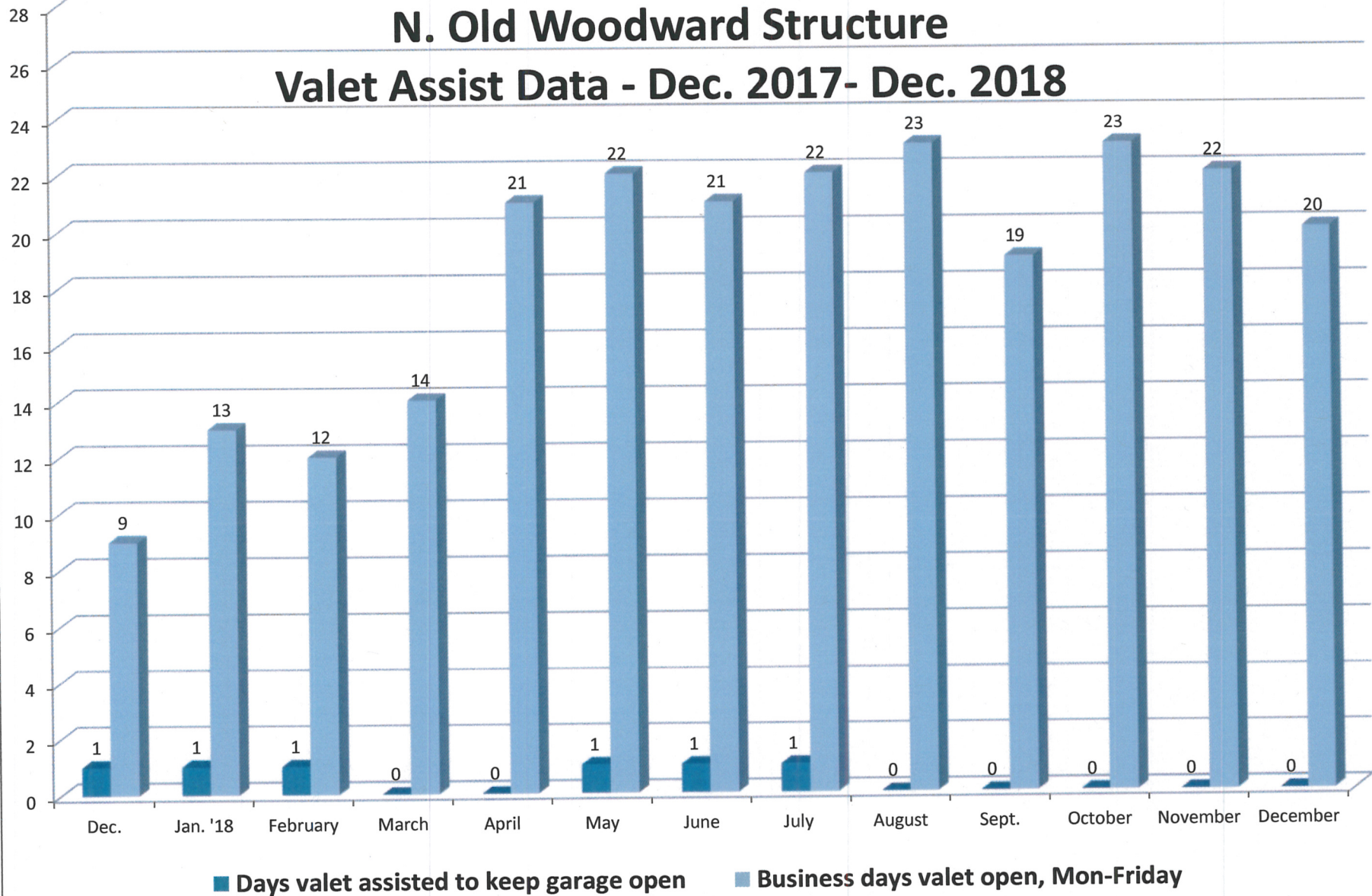
# Parking Full Status by Structure

December 2018 Business Days Only (M-Friday)





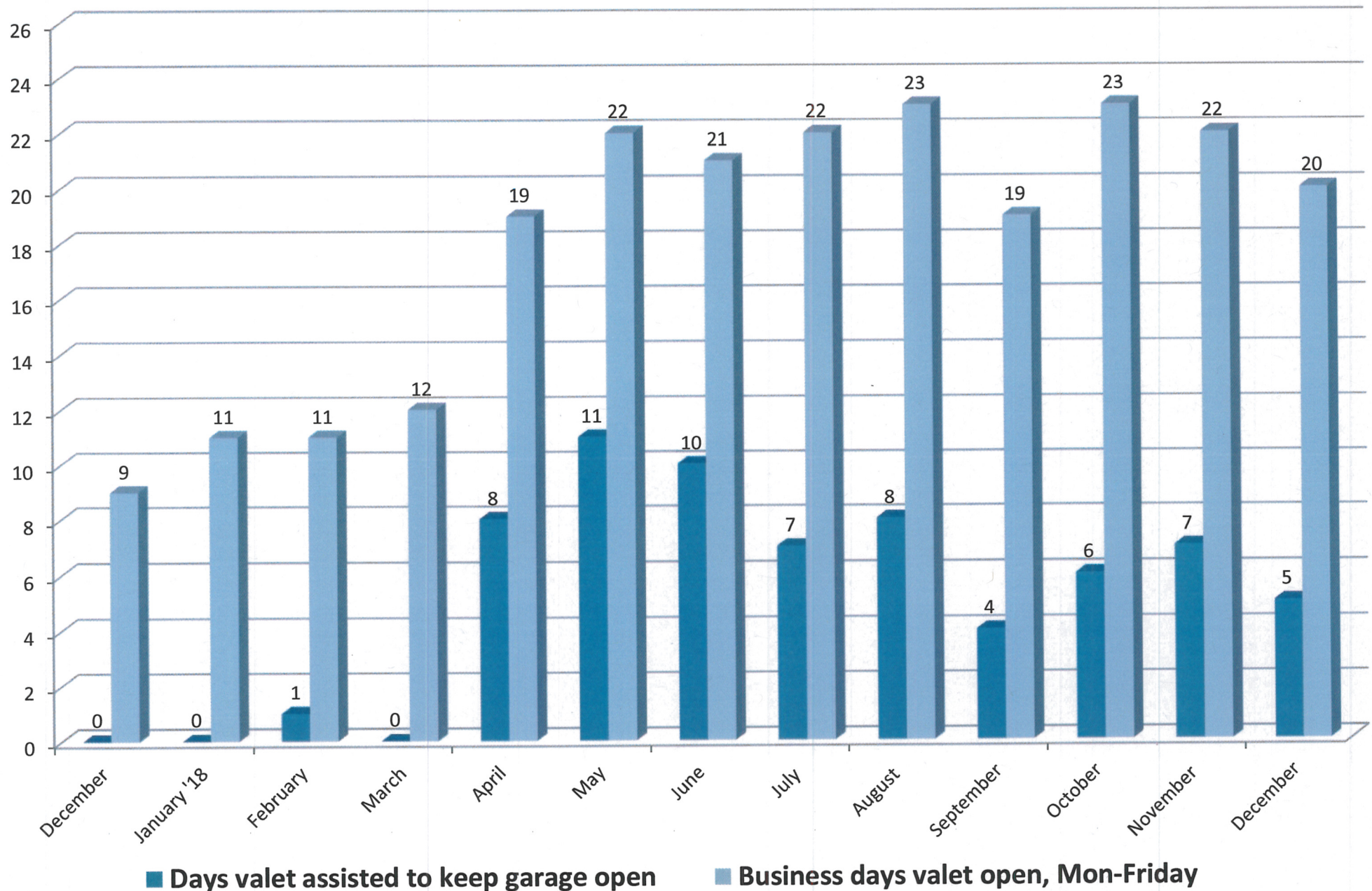
## N. Old Woodward Structure Valet Assist Data - Dec. 2017- Dec. 2018





# Park Street Structure

## Valet Assist Data - Dec. 2017 - Dec. 2018



**Occupancy 10a-2p(Weekday Analysis)**

12/3/2018	10am	11am	12pm	1pm	2pm
Chester(880)	789	805	797	807	796
N.O.W.(745)	477	664	667	658	677
Park(811)	736	776	769	779	762
Peabody(437)	397	433	411	403	418
Pierce(706)	320	682	628	664	631

12/4/2018	10am	11am	12pm	1pm	2pm
Chester(880)	834	861	857	860	860
N.O.W.(745)	659	697	706	709	707
Park(811)	776	798	791	794	801
Peabody(437)	373	315	339	333	332
Pierce(706)	587	673	701	575	563

12/5/2018	10am	11am	12pm	1pm	2pm
Chester(880)	817	855	857	831	825
N.O.W.(745)	626	739	743	712	709
Park(811)	766	809	807	798	777
Peabody(437)	363	404	399	433	422
Pierce(706)	441	577	605	679	672

12/6/2018	10am	11am	12pm	1pm	2pm
Chester(880)	819	864	866	864	866
N.O.W.(745)	622	714	709	704	706
Park(811)	677	772	774	774	738
Peabody(437)	370	406	383	371	382
Pierce(706)	550	616	618	645	614

12/7/2018	10am	11am	12pm	1pm	2pm
Chester(880)	771	775	779	722	709
N.O.W.(745)	531	613	616	615	608
Park(811)	640	700	727	743	704
Peabody(437)	297	381	398	395	377
Pierce(706)	539	612	626	642	649

12/10/2018	10am	11am	12pm	1pm	2pm
Chester(880)	786	830	836	847	846
N.O.W.(745)	478	666	661	656	654
Park(811)	755	774	787	778	787
Peabody(437)	382	419	421	423	412
Pierce(706)	556	636	698	608	572

12/11/2018	10am	11am	12pm	1pm	2pm
Chester(880)	846	855	838	824	827
N.O.W.(745)	645	713	706	699	694
Park(811)	771	807	799	807	805
Peabody(437)	371	413	428	432	426
Pierce(706)	497	605	665	683	690

12/12/2018	10am	11am	12pm	1pm	2pm
Chester(880)	729	782	805	852	853
N.O.W.(745)	613	643	680	731	736
Park(811)	656	698	734	801	785
Peabody(437)	359	401	421	430	428
Pierce(706)	549	595	636	631	622

12/13/2018	10am	11am	12pm	1pm	2pm
Chester(880)	688	754	743	717	667
N.O.W.(745)	486	629	652	637	623
Park(811)	630	696	704	672	655
Peabody(437)	310	372	404	432	418
Pierce(706)	435	515	539	613	637

**Occupancy 10a-2p(Weekday Analysis)**

12/3/2018	10am	11am	12pm	1pm	2pm
Chester(880)	90%	91%	91%	92%	90%
N.O.W.(745)	64%	89%	90%	88%	91%
Park(811)	91%	96%	95%	96%	94%
Peabody(437)	91%	99%	94%	92%	96%
Pierce(706)	45%	97%	89%	94%	89%

12/4/2018	10am	11am	12pm	1pm	2pm
Chester(880)	95%	98%	97%	98%	98%
N.O.W.(745)	88%	94%	95%	95%	95%
Park(811)	96%	98%	98%	98%	99%
Peabody(437)	85%	72%	78%	76%	76%
Pierce(706)	83%	95%	99%	81%	80%

12/5/2018	10am	11am	12pm	1pm	2pm
Chester(880)	93%	97%	97%	94%	94%
N.O.W.(745)	84%	99%	100%	96%	95%
Park(811)	94%	100%	100%	98%	96%
Peabody(437)	83%	92%	91%	99%	97%
Pierce(706)	62%	82%	86%	96%	95%

12/6/2018	10am	11am	12pm	1pm	2pm
Chester(880)	93%	98%	98%	98%	98%
N.O.W.(745)	83%	96%	95%	94%	95%
Park(811)	83%	95%	95%	95%	91%
Peabody(437)	85%	93%	88%	85%	87%
Pierce(706)	78%	87%	88%	91%	87%

12/7/2018	10am	11am	12pm	1pm	2pm
Chester(880)	88%	88%	89%	82%	81%
N.O.W.(745)	71%	82%	83%	83%	82%
Park(811)	79%	86%	90%	92%	87%
Peabody(437)	68%	87%	91%	90%	86%
Pierce(706)	76%	87%	89%	91%	92%

12/10/2018	10am	11am	12pm	1pm	2pm
Chester(880)	89%	94%	95%	96%	96%
N.O.W.(745)	64%	89%	89%	88%	88%
Park(811)	93%	95%	97%	96%	97%
Peabody(437)	87%	96%	96%	97%	94%
Pierce(706)	79%	90%	99%	86%	81%

12/11/2018	10am	11am	12pm	1pm	2pm
Chester(880)	96%	97%	95%	94%	94%
N.O.W.(745)	87%	96%	95%	94%	93%
Park(811)	95%	100%	99%	100%	99%
Peabody(437)	85%	95%	98%	99%	97%
Pierce(706)	70%	86%	94%	97%	98%

12/12/2018	10am	11am	12pm	1pm	2pm
Chester(880)	83%	89%	91%	97%	97%
N.O.W.(745)	82%	86%	91%	98%	99%
Park(811)	81%	86%	91%	99%	97%
Peabody(437)	82%	92%	96%	98%	98%
Pierce(706)	78%	84%	90%	89%	88%

12/13/2018	10am	11am	12pm	1pm	2pm
Chester(880)	78%	86%	84%	81%	76%
N.O.W.(745)	65%	84%	88%	86%	84%
Park(811)	78%	86%	87%	83%	81%
Peabody(437)	71%	85%	92%	99%	96%
Pierce(706)	62%	73%	76%	87%	90%

### Occupancy 10a-2p(Weekday Analysis)

12/14/2018	10am	11am	12pm	1pm	2pm
Chester(880)	672	764	743	705	667
N.O.W.(745)	471	633	653	644	618
Park(811)	617	672	706	689	662
Peabody(437)	303	354	389	402	406
Pierce(706)	492	526	562	602	621

12/17/2018	10am	11am	12pm	1pm	2pm
Chester(880)	716	744	779	786	775
N.O.W.(745)	481	602	630	616	621
Park(811)	716	725	733	758	749
Peabody(437)	363	405	424	417	396
Pierce(706)	392	496	615	606	566

12/18/2018	10am	11am	12pm	1pm	2pm
Chester(880)	777	808	798	809	785
N.O.W.(745)	632	654	660	667	659
Park(811)	673	783	803	797	790
Peabody(437)	367	431	436	436	431
Pierce(706)	539	600	671	704	678

12/19/2018	10am	11am	12pm	1pm	2pm
Chester(880)	728	759	762	748	734
N.O.W.(745)	572	690	682	694	679
Park(811)	678	805	796	793	790
Peabody(437)	356	424	421	424	419
Pierce(706)	470	595	589	585	570

12/20/2018	10am	11am	12pm	1pm	2pm
Chester(880)	669	688	780	788	774
N.O.W.(745)	545	557	631	653	627
Park(811)	658	676	796	797	786
Peabody(437)	358	363	414	430	419
Pierce(706)	496	519	666	644	628

12/21/2018	10am	11am	12pm	1pm	2pm
Chester(880)	586	563	559	522	518
N.O.W.(745)	461	553	546	558	543
Park(811)	601	675	706	747	755
Peabody(437)	352	381	390	415	419
Pierce(706)	504	582	632	692	688

12/24/2018	10am	11am	12pm	1pm	2pm
Chester(880)	106	112	110	109	95
N.O.W.(745)	43	48	52	30	24
Park(811)	259	303	352	343	329
Peabody(437)	88	111	154	119	111
Pierce(706)	212	270	276	272	245

12/26/2018	10am	11am	12pm	1pm	2pm
Chester(880)	276	232	240	244	228
N.O.W.(745)	203	257	270	264	252
Park(811)	586	342	369	443	435
Peabody(437)	286	317	226	263	252
Pierce(706)	514	562	609	646	634

12/27/2018	10am	11am	12pm	1pm	2pm
Chester(880)	241	264	261	267	273
N.O.W.(745)	316	352	358	358	363
Park(811)	333	387	467	514	540

### Occupancy 10a-2p(Weekday Analysis)

12/14/2018	10am	11am	12pm	1pm	2pm
Chester(880)	76%	87%	84%	80%	76%
N.O.W.(745)	63%	85%	88%	86%	83%
Park(811)	76%	83%	87%	85%	82%
Peabody(437)	69%	81%	89%	92%	93%
Pierce(706)	70%	75%	80%	85%	88%

12/17/2018	10am	11am	12pm	1pm	2pm
Chester(880)	81%	85%	89%	89%	88%
N.O.W.(745)	65%	81%	85%	83%	83%
Park(811)	88%	89%	90%	93%	92%
Peabody(437)	83%	93%	97%	95%	91%
Pierce(706)	56%	70%	87%	86%	80%

12/18/2018	10am	11am	12pm	1pm	2pm
Chester(880)	88%	92%	91%	92%	89%
N.O.W.(745)	85%	88%	89%	90%	88%
Park(811)	83%	97%	99%	98%	97%
Peabody(437)	84%	99%	100%	100%	99%
Pierce(706)	76%	85%	95%	100%	96%

12/19/2018	10am	11am	12pm	1pm	2pm
Chester(880)	83%	86%	87%	85%	83%
N.O.W.(745)	77%	93%	92%	93%	91%
Park(811)	84%	99%	98%	98%	97%
Peabody(437)	81%	97%	96%	97%	96%
Pierce(706)	67%	84%	83%	83%	81%

12/20/2018	10am	11am	12pm	1pm	2pm
Chester(880)	76%	78%	89%	90%	88%
N.O.W.(745)	73%	75%	85%	88%	84%
Park(811)	81%	83%	98%	98%	97%
Peabody(437)	82%	83%	95%	98%	96%
Pierce(706)	70%	74%	94%	91%	89%

12/21/2018	10am	11am	12pm	1pm	2pm
Chester(880)	67%	64%	64%	59%	59%
N.O.W.(745)	62%	74%	73%	75%	73%
Park(811)	74%	83%	87%	92%	93%
Peabody(437)	81%	87%	89%	95%	96%
Pierce(706)	71%	82%	90%	98%	97%

12/24/2018	10am	11am	12pm	1pm	2pm
Chester(880)	12%	13%	13%	12%	11%
N.O.W.(745)	6%	6%	7%	4%	3%
Park(811)	32%	37%	43%	42%	41%
Peabody(437)	20%	25%	35%	27%	25%
Pierce(706)	30%	38%	39%	39%	35%

12/26/2018	10am	11am	12pm	1pm	2pm
Chester(880)	31%	26%	27%	28%	26%
N.O.W.(745)	27%	34%	36%	35%	34%
Park(811)	72%	42%	45%	55%	54%
Peabody(437)	65%	73%	52%	60%	58%
Pierce(706)	73%	80%	86%	92%	90%

12/27/2018	10am	11am	12pm	1pm	2pm
Chester(880)	27%	30%	30%	30%	31%
N.O.W.(745)	42%	47%	48%	48%	49%
Park(811)	41%	48%	58%	63%	67%

**Occupancy 10a-2p(Weekday Anaylsis)**

Peabody(437)	195	238	262	284	277
Pierce(706)	600	683	633	684	497

12/28/2018	10am	11am	12pm	1pm	2pm
Chester(880)	223	248	244	254	267
N.O.W.(745)	300	240	250	258	238
Park(811)	302	381	438	493	517
Peabody(437)	163	234	265	292	299
Pierce(706)	298	363	391	448	445

12/31/2018	10am	11am	12pm	1pm	2pm
Chester(880)	139	152	181	142	128
N.O.W.(745)	116	111	105	118	100
Park(811)	282	322	358	364	382
Peabody(437)	157	182	185	189	191
Pierce(706)	142	157	165	181	188

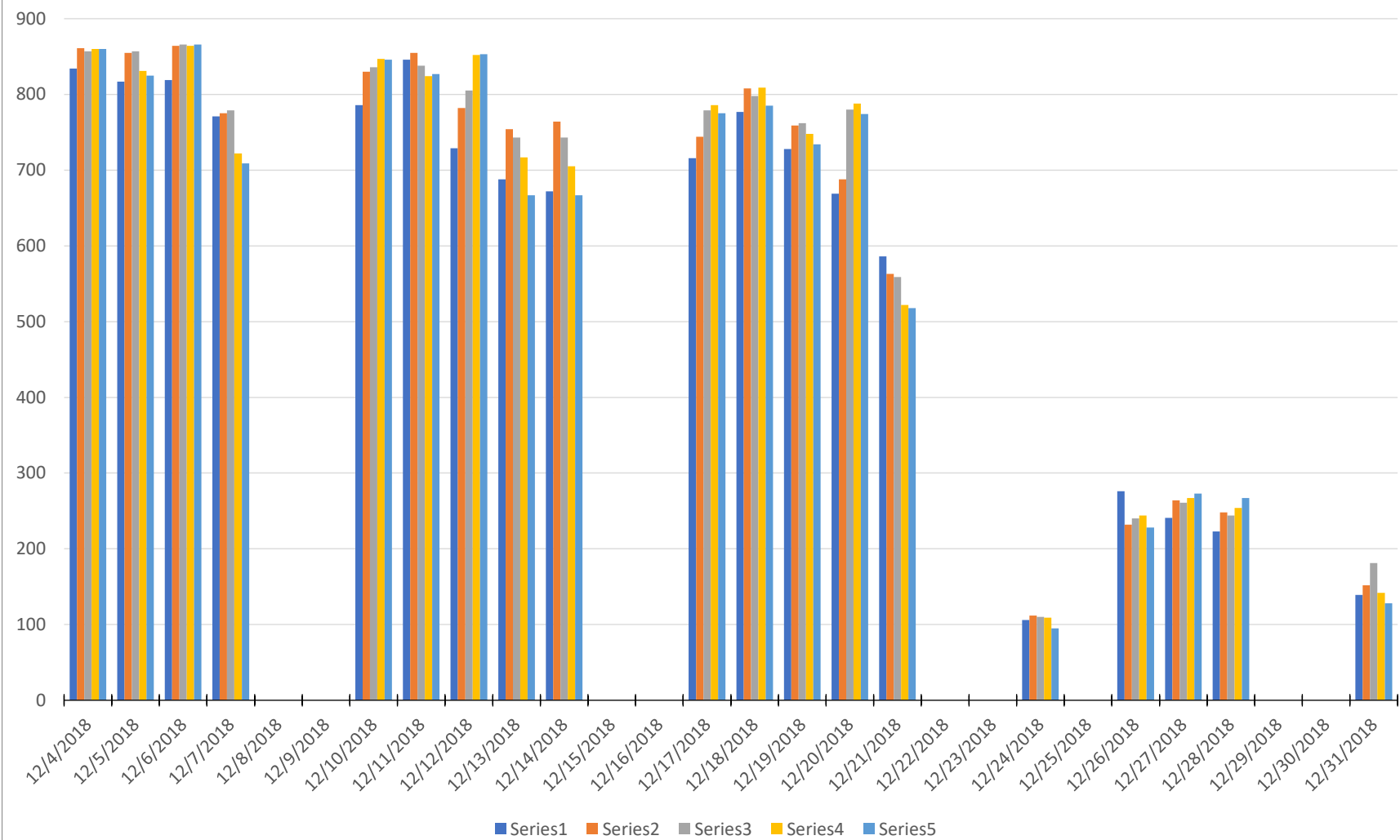
**Occupancy 10a-2p(Weekday Anaylsis)**

Peabody(437)	45%	54%	60%	65%	63%
Pierce(706)	85%	97%	90%	97%	70%

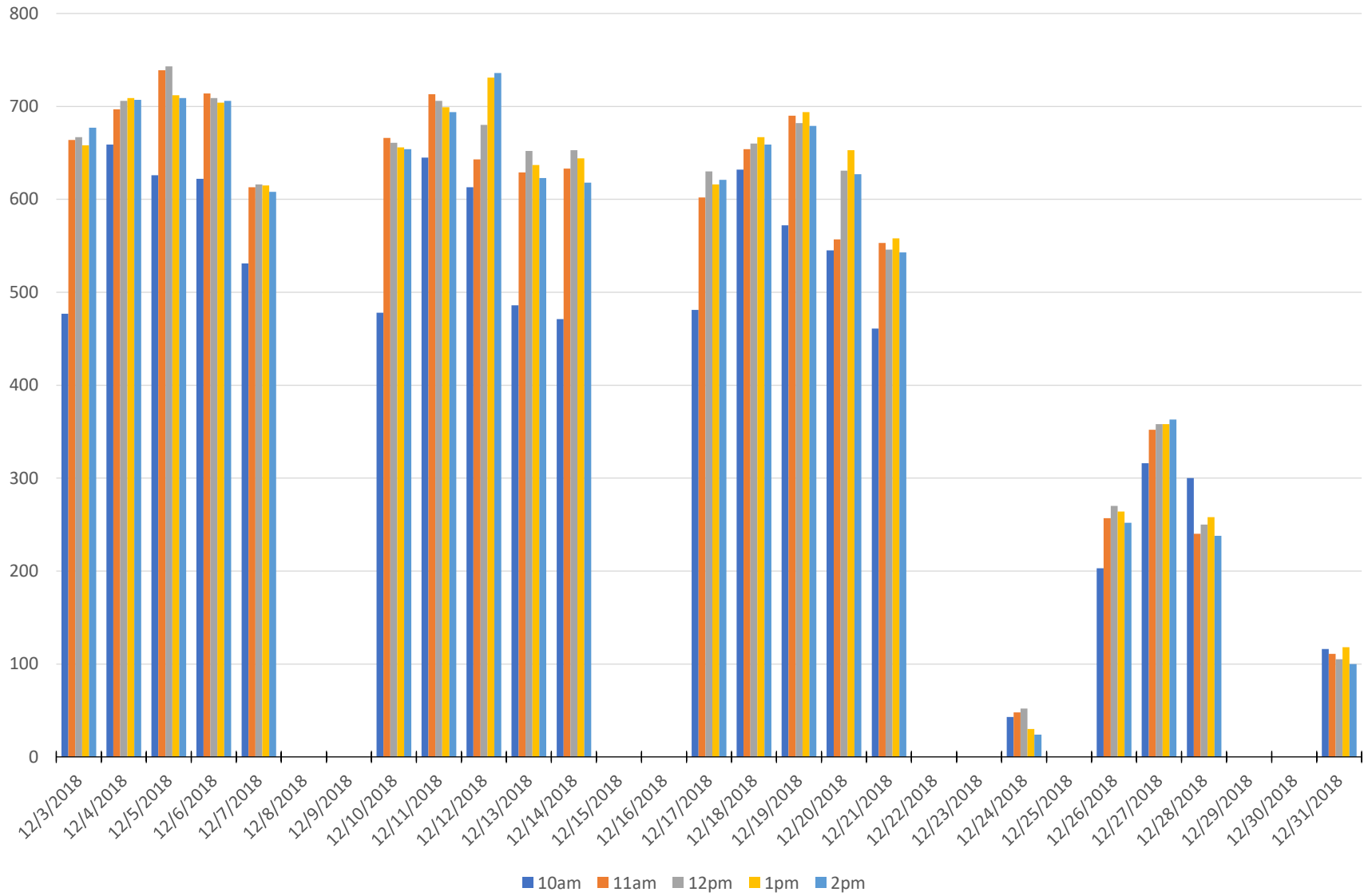
12/28/2018	10am	11am	12pm	1pm	2pm
Chester(880)	25%	28%	28%	29%	30%
N.O.W.(745)	40%	32%	34%	35%	32%
Park(811)	37%	47%	54%	61%	64%
Peabody(437)	37%	54%	61%	67%	68%
Pierce(706)	42%	51%	55%	63%	63%

12/31/2018	10am	11am	12pm	1pm	2pm
Chester(880)	16%	17%	21%	16%	15%
N.O.W.(745)	16%	15%	14%	16%	13%
Park(811)	35%	40%	44%	45%	47%
Peabody(437)	36%	42%	42%	43%	44%
Pierce(706)	20%	22%	23%	26%	27%

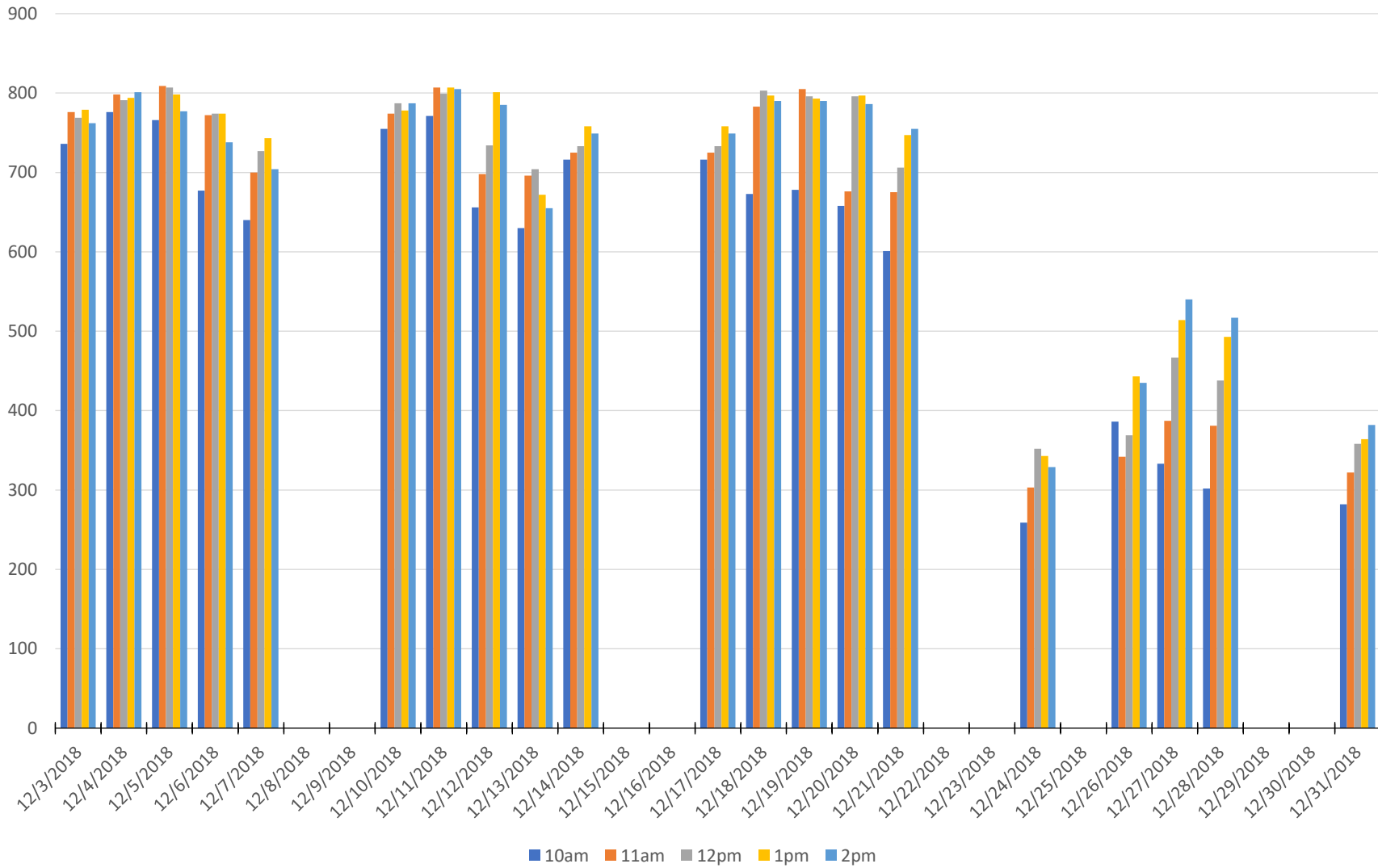
Chester Occupancy-880 Spaces



# N.O.W. Occupancy-745 Spaces

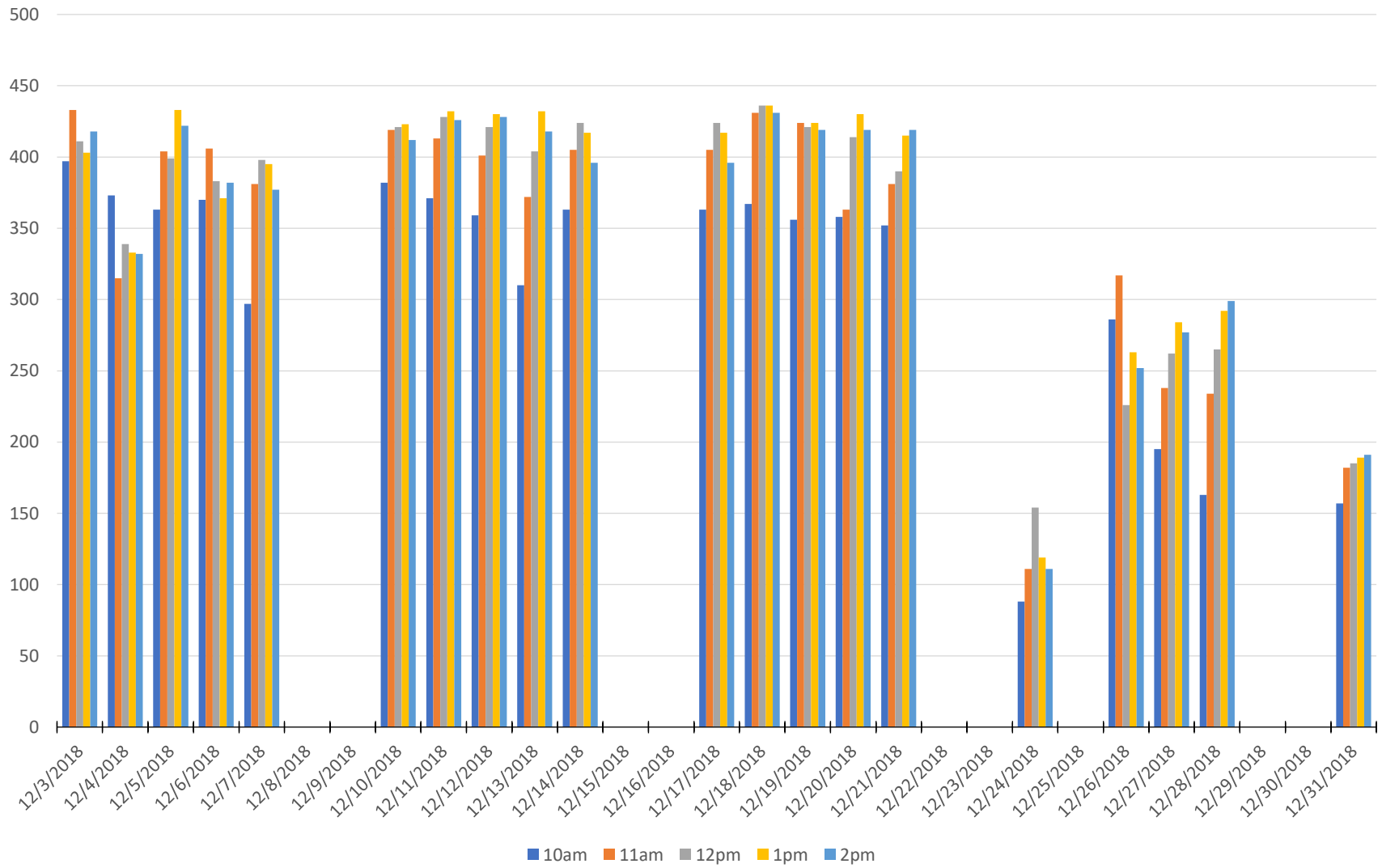


Park Occupancy-811 Spaces





Peabody Occupancy-437 Spaces





# Pierce Occupancy-706 Spaces

