



**City of Galena
101 Green Street
Galena, Illinois 61036**

Request for Proposals

Multi-Meter Parking Stations and Enforcement Solutions

Issue Date: December 1, 2021

Questions Timeline (via email ONLY): mmoran@cityofgalena.org December 1-30

Answers: (via email ONLY to all interested firms): by January 10, 2022

Proposal Due: January 28, 2022

Award Date: N/A

SECTION 1: INTRODUCTION AND PURPOSE

1.1 The City of Galena ("City") seeks proposals to procure new fully functional multi-meter pay stations (kiosks) and a complimentary parking and citation management/enforcement system. Proposals from qualified firms should demonstrate how each firm ("Firm") could provide a turn-key system of equipment, signs, installation, training and support for the City to operate a comprehensive parking system, both on-street and in City-owned parking lots.

1.2 Galena, population 3,300, has a vibrant tourism industry and is recognized regionally and nationally as a distinctive and leading destination. Our community welcomes thousands of daily visitors seasonally. With increasing popularity and visitation, the City is experiencing congestion on downtown streets as visitors, residents, employees, and merchants search for parking. The search for parking causes frustration. Residents of streets near the downtown, like Bench Street, Park Avenue, Franklin Street, and Dewy Avenue, also experience difficulty finding on-street parking during peak times. June through October is the peak period, but weekends are typically busy throughout the year.

1.3 The City seeks to address its parking, circulation and wayfinding issues in an efficient and holistic manner with an emphasis on maximizing positive experiences, driving business/economic growth, utilizing relevant technology, and environmental sustainability. Proposals must be framed so as to create a coherent, credible and comprehensive parking management strategy for the City.

1.4 The City envisions a parking system with multi-metered pay stations spaced appropriately on each side of Main Street from the floodgates to Meeker Street, on each side of Commerce Street for the full length of the street, and accessible to the side streets in between (Green, Washington, Perry and Franklin). There are 286 on-street spaces in this area. This RFP asks firms to price the provision and installation of 17 pay stations on Main Street and 11 pay stations on Commerce Street. Limited single space meters are also a possibility. Firms are asked to evaluate and make recommendations on the appropriate number of pay stations for the environment. The proposed pay stations and back-office system should allow for the addition of more pay stations in the future.

While parking rates are subject to change, the City tentatively plans for metered parking to be in effect 365 days per year from 10:00 a.m. to 8:00 p.m. On Main Street, the first 15-minutes would be free (motorists would be required to enter their license plate to start the session even for the free time), the first three hours thereafter would be \$1.50 per hour, and each hour thereafter \$2.50. On Commerce Street and the side streets, the first 15-minutes would be free, the first three hours thereafter would be \$1.00 per hour, and each hour thereafter \$2.00.

Additionally, the City would like to install the same multi-meter pay stations in the three city parking lots (South Main Street Lot, City Hall Lot, Commerce Street Lot). Four new pay stations would replace the three Duncan pay stations currently operating in these lots. There are 107 parking spaces total in the three lots (29 at the South Main Street Lot, 21 at the City Hall Lot, and 57 at the Commerce Street Lot). The South Main Street Lot would have the same rate structure as the Main Street metered spaces. The City Hall and Commerce Streets lots would have the same rate structure as Commerce Street metered spaces.

Motorists should be able to pay for parking at a pay station with coin, credit card or by cell phone with a mobile pay option. Hardware and software should be compatible with either Park Mobile or Passport mobile pay platforms. The City will select the mobile pay vendor by separate process.

With the implementation of metered parking comes the duty to enforce violations of the paid parking. The City anticipates the creation of a parking manager position to oversee the parking system and provide enforcement and at least one other enforcement officer. Firms are asked to specify and price parking operations and enforcement software and hardware to administer the parking system. Two enforcement handheld devices with license plate recognition (LPR) technology is desired. The proposed solution should include an online public portal for parking ticket payment and the ability to issue daily, monthly or annual parking permits.

1.5 Firms should be familiar with and build their proposals on previous work completed by the City on parking including, including, but not limited to:

- Developing a Holistic and Efficient Parking System report, prepared by City of Galena staff, August 2019 (Attached as Addendum A)

- Parking System Improvement Plan: Implementation (Attached as Addendum B)
- Downtown Parking: Pay by Time Pros and Cons, prepared by City staff, January 2020 (Attached as Addendum C)
- City of Galena Parking Map, July 2021 (Attached as Addendum D)

1.6 The City makes no express or implied warranties whatsoever that any particular quantity or dollar amount of Services will be procured. The City reserves the right to cancel this RFP for any reason prior to the issuance of a notice of intent to award.

1.7 Any increase in unit and/or system price or additional costs (i.e. installation costs, annual fees, wires, cords, sensors, flash drives, keys, currency canisters and misc. items) must be included and itemized on the proposal documents.

1.8. Contract will be awarded based on proposer qualifications, price, specification and equipment requirements, performance level, adaptability for future upgrades and references. The City shall reserve the right to reject any and all proposals, and/or to accept the proposal most advantageous to City's intent to develop a cohesive parking operation system. The determination of the most beneficial bid shall be recommended by City staff to the Galena City Council who shall make the final decision when required.

SECTION 2: PROPOSAL SUBMISSION INSTRUCTIONS

2.1 Proposals shall be accepted at the City Clerk's Office, 101 Green Street, Galena, IL, 61036 **until 10:00 a.m. January 28**. All proposals shall be F.O.B. destination, prepaid and allowed to the Clerk's Office with no charges for parking or cartage. The City is not responsible for lost or late mail or parcels and encourages early submission or hand delivery of documents.

- A. Proposals shall be sealed and marked with the Proposers name and submitted on the attached proposal form and returned clearly marked 'City of Galena Multi-Space Parking Stations and Enforcement Solutions' with date and time of opening. Absolutely, no late, unmarked, undated, or unsigned proposals shall be considered.
- B. This RFP and documents referenced within are available at the at www.cityofgalena.org (see Departments/Engineering/Bid Documents).
- C. The City reserves the right to reject any or all proposals and to accept any proposal deemed most advantageous to the City of Galena.
- D. The City of Galena is exempt from Federal Excise Tax and State Sales Tax; therefore, proposals shall be made exclusive of these taxes. A Tax Exemption Certificate and/or Tax Exemption Registry number will be furnished to the successful proposer.

- E. All contact or communication with any employee or officer of the City of Galena concerning this RFP, except the City Administrator, is strictly prohibited during the period from the date this RFP is released until the date of notice to award is issued.

2.2 Proposers shall complete the enclosed insurance questionnaire with proposal.

Requirements are: Contractor shall furnish evidence of Workers Compensation, public liability and property damage insurance.

- A. Limits of insurance shall be as follows: Minimum amounts of \$1,000,000 bodily injury and \$1,000,000 property damage including both injury and property damage caused by vehicles and/or machinery. A certificate of insurance shall be filed with the City at Galena, 101 Green Street, Galena, IL 61036.
- B. Successful proposer shall properly hold the City of Galena harmless from all damages occurring in any way by his acts of negligence, or that of his employees, agents or workers.

SECTION 3: SPECIFICATIONS

3.1 QUALIFICATION OF PROPOSERS

All proposers, prior to award of contract shall present satisfactory evidence that they have been regularly engaged in this type of work; and are prepared with the necessary labor, materials and equipment to execute work to the satisfaction of the City.

3.2 PROPOSAL FORM

All proposals shall follow the proposal format described herein. Supplemental information may be included. Any increase in annual rates shall be shown on the proposal documents.

3.3 AWARD OF CONTRACT OR CONTRACTS

Contract will be awarded to the lowest, responsible, qualified proposer whose proposal complies with the specification and equipment requirements, performance level, adaptability for future upgrades and references. The City shall reserve the right to reject any and all proposals, and/or to accept the proposal most advantageous to the City.

3.4 EXAMINATION OF SPECIFICATIONS AND PROJECT SITE

No deviation from specifications will be allowed without written consent from the City Administrator prior to award of contract. Failure to fully examine project sites and work requirements will not relieve proposer from performing work as per plan and specifications. For inspection appointments contact the City Administrator at mmoran@cityofgalena.org.

3.5 INSURANCE AND WORKERS COMPENSATION

The Contractor shall furnish evidence of Workers Compensation, Public Liability and Property Damage insurance as per Section 2 (A) and (B). A certificate of insurance shall be filed with the City at, 101 Green Street, Galena, IL 61036 prior to bid being awarded.

3.6 INSPECTION AND PAYMENT

The City shall periodically inspect and evaluate work contained in this contract. Any discrepancies shall be addressed immediately by contractor. If contractor does not address issues, payment shall be withheld until completion satisfactory to the City Administrator.

3.7 QUESTIONS

Questions shall be directed to the City Administrator by email only at mmoran@cityofgalena.org. Questions and answers will be provided to all interested firms on a weekly basis.

SECTION 4: SCOPE OF WORK

4.1 This RFP requests proposals from qualified firms to provide equipment and services to, install, maintain and operate a pay-by-plate, pay-by-stall, and/or pay-and-display (software and hardware) multi-metered system and a parking management and enforcement system, including a parking permits management system, an automated citation writing platform, automated fee management and late notice processing, and automated online and other payment capabilities.

The pay station units shall be capable of accepting credit cards; capable of printing receipts; capable of emailing receipts; capable of integrations with pay-by-phone and wayfinding applications; LPR enforcement; capable of adding or removing payment types without hardware changes beyond the actual payment components and support systems; including contactless payments, EMV or P2PE.

4.2 Installation of the system shall be tested and coordinated through the Office of the City Administrator. All functions, software, programming, hardware installations, accepting tests and PCI compliance checks shall be performed on or before completion date.

4.3 Cost proposals shall include at least one year warranty (free) that includes all service, parts and maintenance as well as the cost projections of all upgrades of software and hardware for the life of the system.

4.5 System shall include provision, operation, and maintenance of a back-office system delivered to existing Parking Manager's desktop PC's and/or via the internet. If additional PC's

are needed to support the system, other than that used by the Parking Manager, it shall be provided as part of the proposal.

4.6 The payment processing system for the system shall include but not limited to:

- A. All payments must be recorded and in-real time.
- B. Vendor systems shall be compliant with all current PCI-DSS requirements with the ability to update PCI-DSS requirements without hardware changes beyond actual payment components.
- C. Vendor shall provide all necessary equipment and/or software as agreed to by the City to support processing of payments.

4.7 Preference shall be given to vendors proposing software and equipment that is easily upgradeable at minimal costs; as well as providing a 3 to 5 year upgrade forecast plan.

SECTION 5: SPECIFICATIONS REQUIREMENTS

5.1 PAY STATIONS

- Modem shall be minimum 4G LTE and outfitted to be upgraded as needed without hardware changes beyond the actual unit components and support systems
- No upgrade fee for software and hardware for the term of the agreement
- Vendor shall guarantee modem support and functionality for 10 years and/or outline estimated costs of modem upgrades for next 10 years
- Meter unit shall be flexible and capable of being upgraded at minimal cost without hardware changes beyond the actual unit components and support systems for next 10 years
- Shall be seamlessly compatible with a mobile pay application, Park Mobile and Passport, so that patrons can pay for parking through their smart phones (compatible with system)
- Shall be seamlessly compatible with a mobile pay application, Park Mobile and Passport, for mobile pay and wayfinding applications (compatible with system)
- Software and hardware shall be compatible and high performing with proposed Enforcement Operational System
- System shall have the lowest level latency/most efficient transfer of parking transaction data that reduces impact of server output

- System shall transfer accurate real-time data to enforcement units in less than 45 seconds
- System shall transfer data via “push method” interface to enforcement units
- System shall not experience delay before transferring data
- Units shall be weatherproof and available in black
- Units shall be vandal-resistant and corrosion resistant
- Screen shall be touch screen capable and color
- Unit shall be self-explanatory for customer to operate; eliminating or reducing the need for external signage or excessive directions and stickers
- Unit shall have capability to “waken” via sensor upon customer’s approach eliminating need for external signage to turn unit on
- Maintenance door shall be tamper-resistant with multiple locking points
- Vendor shall provide real-time credit card authorization
- Units must operate exclusively and without interruption on solar power and battery
- Units must shall have minimum 13W solar powered panel capable of efficiently charging battery in unit utilizing ambient light
- Unit(s) shall be installed with new battery that meets unit requirements
- Unit shall have high performing power source and panel charging performance
- Guarantee of a minimum of 3-year life of each battery
- Four of the units shall be A/C powered (assuming A/C external power feed to the unit)
- Units alerts must include communication, audit, battery, and general maintenance
- Back-office system shall have real-time reporting capability including financial reporting, revenue balance, collection, purchase, card transaction, and maintenance alert/alarm status
- 100% one-year warranty on parts and service
- 10-year guarantee of PCI-DSS compliant requirements
- Option for Maintenance Agreement for life of unit(s)
- 10-year guarantee of all hardware, software and firmware including modem upgrades and battery-powered performance

- 10-year guarantee of all parts availability to support units
- Vendor shall provide an annual assessment, or upon the request of the City Administrator or his/her designee, of the City's entire meter operations in order to plan for future upgrades, new technology integrations and/or solve reoccurring issues at no cost to the City
- Support service shall be available Monday through Saturday including holidays

SECTION 5.2 OPERATIONS AND ENFORCEMENT

PARKING PERMITS MANAGEMENT SYSTEM

A. General

1. System must require and maintain the following minimum information:
 - Customer name
 - Customer street address, city, state, zip code
 - Customer apartment or unit number if applicable
 - Customer phone number
 - Customer email
 - Vehicle make, model, year, color
 - Vehicle license plate number and issuing state
2. System must be able to validate addresses / living units based on City data provided
 - Address data must be importable into the system at implementation
 - Data must be able to be modified or added by staff for future updates
3. System must be able to offer multiple permit names / parking zones / lots
 - System should be able to apply customer addresses validations by municipal defined zones
 - Permits should be able to be restricted for purchase based on eligible zones / lots
4. System must be able to limit the number of active permits per living unit
 - A living unit may be a street number and street name (single home)

- A living unit may be a street number and street name, plus an apt / unit number (apt building)
5. System must be able to modify permit costs by each permit name or parking zone
 6. Describe your firm's response times to address LPR or other equipment / software failures
 - Who would be responsible for resolving equipment issues
 - How are technicians / support services dispatched or provided
 - What are the response times for servicing equipment
 - What are the practices and timelines for replacement equipment should it be needed
 7. Describe your firm's back-office support and access to payment inquiry, data storage, reports and all other retrievals pertinent to parking enforcement operations

B. Monthly on-street parking management

1. System must allow for online permit sales
 - System must allow for initial registration for first time permits
 - System should facilitate renewals of permits for registered customers / vehicles
 - System should facilitate automated customer reminders. Please describe messaging capabilities.
2. System should be able to facilitate the purchase of multiple months of permits
3. System should facilitate updating of license plate, vehicle information without negatively affecting future on-line renewals. Please describe how changes can be made and any renewal impacts

C. Monthly off-street parking management

1. System must allow for online permit sales
 - System must restrict initial registration for first time permits, subject to availability and administrative approval.
 - Describe the system capabilities for maintaining waiting lists when availability is limited.

- System should facilitate renewals of permits for registered customers / vehicles
 - System must be able to limit renewals based on monthly renewal periods
 - System should facilitate automated customer reminders. Please describe messaging capabilities.
2. System should be able to facilitate the purchase of multiple months of permits
 3. System should facilitate updating of license plate, vehicle information without negatively affecting future on-line renewals. Please describe how changes can be made and any renewal impacts
- D. Nightly single night Visitor parking management
1. System must allow for online permit sales
 - System must allow initial registration of vehicles for first time permits
 - System should facilitate renewals of permits for registered customers / vehicles
 2. System must be able to restrict the number of permits allowed per license plate per calendar year
 3. System should be able to facilitate the purchase of multiple days of permits
- E. Describe the reporting capabilities of the parking permit management system related to the following items:
1. Ability to provide both summary and detailed reports of permits issued for a selected period (month, year, YTD, date range)
 - Ability to report on the number of permits issued by permit name or type
 - Ability to report on the permit fees received by permit name or type
 - Ability to report on permits issued by customer / permitted vehicle
 - Ability to report on permits issued by customer residence locations / zones
 2. Ability to provide any permit sales trend analysis reporting
 3. Ability to produce any graphical reporting output
 4. Ability to produce any geographic or other reporting outputs

AUTOMATED CITATION WRITING PLATFORM

A. The system must provide for the automated writing of parking citations

1. Describe the process for issuing citations

- What equipment and / or supplies will be needed to write citations (2 users / devices)
- Are there any additional equipment needs to facilitate the citation writing process

2. Describe the capabilities of the citation management system related to the following items:

- Ability to define various violation types and associated fee amounts
- Ability to attach photos, voice recordings, scanned correspondence and/or e-mail, VIN numbers, etc., to the appropriate citation or customer account
- Ability to retain system generated notices to the violation records.
- Information retrieval from the Department of Motor Vehicles, local and nationwide
- Ability to identify repeat offenders, scofflaws, etc. to parking enforcement personnel
- Independent citation activity audit trail, including names and/or user numbers of all persons processing or handling any data

3. Describe the reporting capabilities of the citation management system related to the following items:

- Ability to provide a report of citations issued for a selected date range or month with a violation code and fine, plus penalty amounts added to delinquent citations during the month
- Provide monthly status reports on all parking violations processed, including up-to-date collection percentage rate
- Provide monthly payment report identifying collection results by month in which parking violations issued will also include delinquent notices
- Provide monthly Habitual Violators Report listing violations; to also include the latest DMV registered owner name and address
- Provide monthly and year-to-date fine collections; new citation processing; dismissals and suspensions; to also include number of appeals received

- Create other useful management reports for system analysis, problem resolution, statistical data and overall enforcement efficiency
 - Allows for the ability to track enforcement revenues by designated City districts/zones to ensure City funds are allocated accordingly
4. Describe the process / functionality for voiding or cancelling citations
 5. Describe the process / functionality for contesting or appealing citations
- B. System should have an open application programming interface (API) that allows for integrations with existing and/or future software platforms or can provide access to data via API for future needs. At a minimum, all key data should be exportable / extractable for analysis or use in other systems.

AUTOMATED FEE MANAGEMENT AND LATE NOTICE PROCESSING CAPABILITIES

- A. The system must provide for automated fee escalations, application of DMV and other fees, as well as various system generated notifications.
1. Describe the process / functionality for automated fee escalations
 2. Describe the process / functionality for applying DMV or other additional fees
 3. Describe the process / functionality for the placement and release of DMV registration suspensions / holds (where applicable)
 4. Describe the process / functionality for the generation and mailing and/or emailing of late notices for unpaid tickets. Please make a specific note if the generated notices will become attached to the citation records. Notices should include the following information:
 - Registered owner name and address
 - Vehicle license number; vehicle make/model
 - Citation issue date, number, and time
 - Location where violation occurred, violation description
 - Information on how and where to make payment; amount of payment required
 - Consequences of non-payment (penalties, DMV hold, etc.)
 - Contact information including City phone number and website for payment

AUTOMATED ONLINE AND OTHER PAYMENT CAPABILITIES

- A. The system must provide for a variety of high quality and easy to use customer interface platforms for payment processing options.
 - 1. Customer-friendly vendor hosted online web portal that allows customers to view and pay citations. Proposer should describe the payment process from beginning to end.
 - 2. Other payment options such as pay by phone, mobile SMS texting, QR code or smartphone application compatible with iOS and Android operating systems
 - 3. Any convenience fees must be clearly communicated to the customer. In order to encourage online purchases, convenience fees may only apply to citation payments
 - 4. Describe the mail-in or walk-in payment processing processes for cash and/or credit cards
 - 5. Describe processes for partial payments, returned payments, or refunds due to duplicate payments or cancelled citations
 - 6. Describe system capabilities for tracking the method and types of payments.
- B. Identify the payment processing vendor relationship for your proposed solution.
 - 1. Is the payment vendor predetermined based on your platform? If so, please identify the vendor.
 - 2. Does your solution integrate with multiple payment providers? If so, please list those vendors for which you have an established integration relationship.
 - 3. Will the payments processing fees included in your service costs or will they be billed separately to the City by the vendor?

SECTION 6: EQUIPMENT REQUIREMENTS

6.1 EQUIPMENT LIST

Proposals shall include a detailed description of all proposed equipment. Equipment lists shall include all required hardware by model numbers and software by name and version. Manufacturer(s), if different from the firm's, shall be listed on the breakdown.

6.2 INSTALLATION

Proposals shall include a description of the proposed installation process, including the services and equipment as part of the installation.

6.3 SOFTWARE UPGRADES

If upgrades are necessary to correct problems or deficiencies, they shall be provided at ***no charge*** for the life of the system.

6.4 EQUIPMENT UPGRADES

Before the installation, the vendor shall identify any manufacturer upgrades so that the City has the most up-to-date software and hardware available.

6.5 MANUALS

Prior to acceptance, the firm shall provide copies of operating manuals and standard operating procedures and/or guidelines to the City Administrator or his/her designee.

6.6 TRAINING

The firm shall train Parking Department Staff in the use of the system including proper use of all equipment, database management, and report generator software functions and capabilities with basic maintenance/repair functions to the satisfaction of the City Administrator or his/her designee.

6.7 WARRANTY

Firms shall provide a minimum of (1) one year warranty at no charge for parts and labor. The warranty period shall start once the equipment is installed, operational and is approved in writing by City Administrator or his/her designee.

SECTION 7. IMPLEMENTATION

A. Provide a detailed implementation schedule based upon an executed agreement of February 28, 2022:

1. Identify implementation phases and benchmark dates
2. Identify key deliverables
3. Identify any product testing activities
4. Identify product training processes by component.
5. Identify team members involved

SECTION 8: INDEMINIFICATION

The selected proposer shall be required to defend, indemnify, and save harmless the City of Galena, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorney's fees) arising out of, or in consequence of, any negligent act or omission of the selected proposer, its employees or agents, to the extent of its or their responsibility for such claims, losses and expenses.

SECTION 9: COST PROPOSAL REQUIREMENTS

The Cost Proposal shall include all foreseeable expenses to the City of Galena at the time of installation including any and all additional equipment costs that include but not limited to credit card reader, payment hardware, enforcement hardware, printer, (1) roll of receipt paper, (1) fully charged battery, solar panel, currency canister (including backup), lock keys, flash drive, and back office software; the vendor commits that the unit(s) shall be "turnkey" so that the unit will perform meter functions and transfer real-time data (low latency) to enforcement units immediately upon installation.

Cost Proposal Requirements shall detail any and all fees for providing all the services set forth in this RFP.

SECTION 10. SELECTION CRITERIA

City staff will consider the following factors in the evaluation of the proposals:

1. Quality and content of the written proposal and its responsiveness to addressing the items identified in the RFP.
2. Capabilities of the proposed solutions and ease of use in being able to meet the various needs identified in the RFP
3. Familiarity of the firm with the types of issues typically encountered on projects such as this and the recommended alternatives to address such issues.
4. Past record of performance of the firm and/or team on similar projects.
5. General understanding of firm's approach to the project, including the City's confidence in the firm's ability to satisfactorily perform the work.
6. Ability to complete the project within the desired time frame.
7. Total 5-year costs, component cost structures, and disbursement methodology.

SECTION 11: BID PROPOSAL

A. MULTI-METER PAY STATIONS

1. Name, Model Number, and Description of Multi-Meter Station Unit/Software version
2. Price per multi-meter station unit (please include unit pricing for single space meters as well)
3. Shipping/Handling (per unit)
4. Installation/Activating fees
5. Description of signage included and cost
6. Back-office cost-subscription cost per month/annual per multi-meter station unit
7. Description of unit communication service/cell carrier name
8. Estimated latency time (in seconds) in transferring data from meter communication to existing City enforcement system
9. Cost of (modem communication) service per unit per month (mandatory 4G/LTE)
10. Description of Maintenance Coverage/Warranty Agreement per unit (based on 12-month agreement) (mandatory 1st year free)
11. Cost of Maintenance Agreement per unit/annually
12. Support Services fees
13. User Fees (proposal shall include any fees to the City associated with the installation or inclusion of mobile payment or wayfinding applications)
14. Misc. fees including itemized wires, cords, batteries, currency canisters and any and all items needed in the installation, activation and/or daily performance of unit
15. Description of power source/battery amp/specs
16. Estimated battery life in unit before (manual) re-charge (outside of solar charger)
17. Description of Solar Panel and unit charging process-specs
18. Any and all other fees associated with the installation, maintenance, hardware, software, performance and firmware
19. Description of training services and fees
20. Anticipated upgrade costs in 3-5 years
21. Any other costs or fees not described above

B. OPERATIONS AND ENFORCEMENT

EQUIPMENT COSTS

The proposal should clearly identify all required equipment needed to implement an integrated product solution as described in the proposal. Each item should also include the following:

1. Name, Model Number, and Description of Operations and Enforcement LPR Handheld Unit/Software version
2. Price Per Handheld Unit
3. Shipping/Handling (per unit)
4. Estimated equipment lifecycle
5. Any implementation costs
6. Activating fees
7. Back-office cost-subscription cost per month/annual
8. Any other ancillary costs for materials or supplies
9. Description of unit communication service/cell carrier name
10. Description of training services and fees

SOFTWARE COSTS

The proposal should identify all required software or licensing fees needed to implement the integrated product solution. Each item should also include the following:

1. Estimated purchase / lease costs
2. Software upgrade frequency / fees
3. Estimated system lifecycle
4. Any implementation costs
5. Any user license limits or additional user-based license fees
6. Any service, maintenance fee or other licensing costs
7. Any training costs
8. Any data migration or other ancillary costs
9. Estimated 5-year total costs

OTHER FEES

The proposal should clearly identify any other fees needed to implement an integrated product solution as described in the proposal.

1. Activity based fees
2. Customer convenience fees
3. Payment processing fees
4. Data interface, extraction, export or other fees / costs
5. A summary of all costs and pricing model options including; when those costs are due, and how they are collected, to be paid, or invoiced.
6. Description of training services and fees

ADDITIONAL SERVICES—MAIL AND COLLECTION

The City may also need the following additional services. These are not required for a successful response but should be submitted for consideration if available through your firm or affiliated service providers:

1. Please describe any mail services available through your company. The City estimates that up to 50 late notices per month may need to be processed:
2. Methods and protocol for mailing late notices
3. Methods for reprocessing items returned in the mail
4. How are notification retained in the citation management platform
5. Costs per notification processed

After 120 days past due, the City may require additional collections related notifications and efforts. Please describe any collections related activities that can be provided by your company. The City estimates that up to 10% of parking citations may require additional collections efforts.

1. Methods and protocol for mailing collection notices
2. Describe your overall collections processes
3. Describe ability to perform skip tracing to locate violator
4. Identify any fees or costs associated with these activities. The City does not allow collections fee surcharges to the violator.

5. Describe the collections payment process

- Who receives collections payments
- What are the available payment options / terms
- How are any fees settled

6. Any other related collections process information

SECTION 12: TRAINING AND INSTALLATION SCHEDULE

All firms shall submit a project management schedule and be expected to maintain the schedule throughout the installation of the system. The schedule shall include:

- A. Estimated timeline of training on software and equipment
- B. Training fees
- C. Estimated timeline of installation of 32 units
- D. Date of certain completion

SECTION 13: CERIFICATION STATEMENT

A. I hereby certify that all statements herein are made on behalf of

(Name of Corporation), partnership or person submitting bid) and that I have examined and carefully prepared this Proposal from the specifications/requirements and that I have full authority to make such statements and submit this proposal.

Company_____

Name_____

Signature_____

Title_____

Phone_____

Email_____

SECTION 14: QUALIFICATIONS

On letterhead, please describe your firm's qualifications, experience, and capabilities as they pertain to provision, service and maintenance of multi-space meter/pay stations. Include the number of years the company has been providing municipal multi-space meters/pay stations, particularly in cold or Midwestern environments. Single page and attach.

SECTION 15: INSURANCE QUESTIONNAIRE

A. Length of time in business _____ years

B. Company is insured as follows:

Name of Insurance Company: _____

Agency: _____

Policy Number: _____ Expiration Date _____

SECTION 16: BUSINESS REFERENCES

Vendors must provide (3-5) five references of current clients. References should have similar scope, volume and requirements to those outlined in this RFP.

Reference #1

A. Company/Agency Name _____

B. Contact person (name and title) _____

C. Completed street address _____

D. Telephone number _____

E. Email address _____

F. Type of business _____

G. Dates of service _____

H. Size (number of multi-space meters/pay stations) _____

I. Contract value _____

J. Description of work performed _____

Reference #2

- A. Company/Agency Name_____
- B. Contact person (name and title)_____
- C. Completed street address_____
- D. Telephone number_____
- E. Email address_____
- F. Type of business_____
- G. Dates of service_____
- H. Size (number of multi-space meters/pay stations)_____
- I. Contract value_____
- J. Description of work performed_____

Reference #3

- A. Company/Agency Name_____
- B. Contact person (name and title)_____
- C. Completed street address_____
- D. Telephone number_____
- E. Email address_____
- F. Type of business_____
- G. Dates of service_____
- H. Size (number of multi-space meters/pay stations)_____
- I. Contract value_____
- J. Description of work performed_____

Reference #4

- A. Company/Agency Name_____
- B. Contact person (name and title)_____
- C. Completed street address_____
- D. Telephone number_____
- E. Email address_____
- F. Type of business_____
- G. Dates of service_____
- H. Size (number of multi-space meters/pay stations)_____
- I. Contract value_____
- J. Description of work performed_____

Reference #5

- A. Company/Agency Name_____
- B. Contact person (name and title)_____
- C. Completed street address_____
- D. Telephone number_____
- E. Email address_____
- F. Type of business_____
- G. Dates of service_____
- H. Size (number of multi-space meters/pay stations)_____
- I. Contract value_____
- J. Description of work performed_____

SECTION 17: AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2022 by and between _____, party of the first part, hereinafter called the contractor, and the City of Galena, Illinois, party of the second part, hereinafter called the City.

WITNESSETH:

WHEREAS, the City of Galena, Illinois under the laws of the State of Illinois, and by virtue of authority vested in the said City Council has awarded to the contractor the work.

NOW THEREFORE, the Contractor and the City of Galena, for considerations hereinafter named, agree as follows:

ARTICLE 1. Work. The Contractor shall furnish all labor necessary to perform, and shall perform in accordance with the plans and specifications and terms of this contract in the City of Galena, Illinois, for the sum of; _____ dollars and _____ cents.

CITY OF GALENA

City of Galena Multi-Meter Parking Stations and Enforcement Solutions Purchase

Dated this _____ day of _____.

Mayor _____

Signature _____ Date _____

City Clerk _____

Signature _____ Date _____

CONTRACTOR

Name of Company _____

Representative's name _____

Title _____

Signature _____ Date _____

Other Officers name _____

Title _____

Signature _____ Date _____

ADDENDUM A

Developing a Holistic and Efficient Parking System

I. Existing Parking System: Inventory of Spaces

- A. Downtown District (Main Street, Commerce Street, Water Street, and Bench Street from Spring to Meeker)

Public On-Street	On-Street Spaces	Percent
Bench Street	153	13%
Main Street	198	17%
Commerce Street	88	8%
Water Street	117	10%
Meeker Street	20	2%
Franklin Street	12	1%
Perry Street	5	0.4%
Washington Street	18	2%
Green Street	4	0.4%
TOTAL Public On-Street Spaces	615	54%

Public Parking Lots	Off-Street Spaces	Percent
Winery Lot	29	3%
City Hall Lot	21	2%
Commerce Street Lot	57	5%
Lemfco	30	3%
Rigopolous Properties	159	14%
Turner Hall	17	1%
County Courthouse	15	1%
TOTAL Spaces in Public Lots	328	29%

Private Off Street	Off-Street Spaces	Percent
McCoy Building	13	1%
Gateway to History	10	1%
Illinois Bank and Trust	9	1%
DeSoto Parking Ramp	95	8%
Funeral Home Lot	20	2%
Museum Lot (St. Michael's)	16	1%
Burlingame Bench Street	14	1%
Behind 300 N. Main Block	16	1%
TOTAL Spaces in Private Lots	193	17%

TOTAL DOWNTOWN SPACES	1,136	100%
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ADDENDUM A

B. Peripheral Downtown Parking (on-street and parking lots)

Public On-Street	On-Street Spaces	Percent
Park Avenue	175	23%
Johnson Street	12	2%
TOTAL Public On-Street Spaces	187	24%

Public Parking Lots	Off-Street Spaces	Percent
Spring Street Municipal Lot	25	3%
Canoe/Kayak Municipal Lot	21	3%
Depot Municipal Lot	85	11%
Depot Grass Overflow Area	450	59%
TOTAL Spaces in Public Lots	581	76%

TOTAL PERIPHERAL SPACES	768	100%
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C. Other Sizable Outlying Parking Areas

Hotel Parking Lots	Off-Street Spaces	Percent
Ramada	231	11%
Country Inn & Suites	92	4%
Stoney Creek Inn	71	3%
Best Western	51	2%
Irish Cottage	236	11%
Grant Hills	29	1%
TOTAL Spaces in Hotel Lots	710	33%

Other Sizable Parking Lots	Off-Street Spaces	Percent
Galena Gazette	18	1%
Rec Park	253	12%
Walmart	496	23%
Honeywell	155	7%
Galena Square	255	12%
Galena Public Schools	296	14%
TOTAL Spaces in Other Lots	1,473	67%

TOTAL OTHER PARKING SPACES	2,183	100%
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ADDENDUM A

II. Employee Parking

1. Galena Downtown Business Association (GDBA) surveyed downtown businesses in the summer of 2019 and compiled the following results:
 - a) 808 total employees in Downtown District
 - b) 679 employees work in the Downtown District on average weekend day
 - c) 105 employees walk to work in the Downtown District
 - d) 76 private parking spaces are supplied for employees by the employers
2. Based on the survey results and the inventory of public and private parking spaces in the Downtown District, approximately 50% of downtown parking spaces could be occupied by employees (574 employees who drive and park in one of 1,136 public spaces—assuming each employee drives separately)
3. Perception that many business owners and employees park on Main Street and other premium spaces during their work hours

III. Public Perception of Parking in Galena

- A. Without study of actual parking usage, we can only make general observations
 1. Merchant perceptions
 - a) Need ability to access car during the day for errands
 - b) Some merchants park on Main Street, others parking remotely
 - c) Survey needed to reach firm conclusions
 2. Employee perceptions:
 - a) Parking availability depends on day of week and shift start time
 - b) Employees generally know where to find parking even when town is busy
 - c) Survey needed to reach firm conclusions
 3. Resident perceptions:
 - a) Residents understand the parking system
 - b) Some residents avoid downtown during busiest times
 - c) Residents generally know where to find parking even when town is busy
 - d) Survey needed to reach firm conclusions
 4. Visitor perceptions:
 - a) City receives very few complaints about parking
 - b) Visitors want to park lawfully and are generally willing to pay for parking—especially all-day parking
 - c) Survey needed to reach conclusions

ADDENDUM A

IV. Parking Usage

- A. Without study of actual parking usage, we can only make general observations
 - 1. When is there clearly a surplus of downtown parking?
 - a) Annually on weekdays, Monday-Thursday
 - (1) All day and night
 - b) Seasonally on holidays, Fridays and weekends
 - (1) November-May
 - (2) Before noon
 - (3) After 7:00 p.m.
 - 2. When is there an apparent deficiency of downtown parking?
 - a) Seasonally on holidays, Fridays and weekends
 - (1) June-October
 - (2) Between noon and 7:00 p.m.
 - 3. Remote lots and second tier residential streets near downtown (Depot Park, below the Gazette, Park Avenue, Bouthillier Street, Franklin Street, Dewey Avenue) are typically full only on the busiest weekends in the fall

V. Possible Parking System Improvements

- A. Community Service Officer
 - 1. Fill vacant position in the Police Department
 - 2. Officer to provide information to motorists and pedestrians about parking and wayfinding
 - 3. Enforce parking regulations in the Downtown District
 - 4. Requires purchase of new hardware and software system for tracking and ticketing
- B. Marketing
 - 1. Enhanced emphasis on communicating parking system to visitors before they arrive
 - a) Improve parking maps/possibly create parking app
 - b) Added emphasis in visitor guides
 - c) Identify types of parking (paid, short term, long term, on-street, lots)
 - d) Consider tutorials for how to use machines for paid parking (print and video tutorials)
 - e) Identify pedestrian routes from parking areas and hotels/motels
 - 2. Develop informational campaign for merchants and employees to communicate parking and commuting options
 - a) Map preferred parking areas for long term daily employee parking

ADDENDUM A

- b) Encourage carpooling
 - c) Encourage use of bikes and scooters for commuting
- C. Comprehensive and coordinated wayfinding signage system
 - a) Signage must begin on the highway on east and west
 - b) Signage should continue at key intersections off the highway
 - c) Clearly identify all public parking lots and whether the lot is free or pay
 - d) Identify lot by unique name, number or letter
 - e) Emphasize “free parking”
 - f) Possibly identify time to walk to downtown from each remote lot
- D. Shuttle Service
 - 1. Explore hotel funded shuttle system to promote leaving vehicles at hotel lots
 - 2. Explore public funded shuttle system if a dedicated funding source is available
 - a) Paid on-street parking could be a funding source
 - b) Possible shuttle operators:
 - (1) Private sector transportation providers
 - (2) City owned and operated
 - (3) Explore possibility of an intergovernmental agreement with Jo Daviess County to expand current transit contract with Jo Daviess County Transit
 - c) Operate during times of peak parking space deficiency in downtown
 - d) Service to Depot Park lot
 - e) Service to hotels
 - f) Service to other parking areas through partnerships (schools, Wal-Mart, etc.)
 - 3. Consider requiring event-sponsored shuttle service to utilize remote lots during large events such as Oktoberfest, Country Fair, and Corkless
- E. Valet Parking
 - 1. Review and modify current parking ordinances to facilitate valet service
 - a) Service to be provided, if desired, by individual or groups of businesses
 - b) May require use of parking spaces or loading zones for drop off/pick up
 - c) Allow use of City lots for valet parking (Depot, Rec Park, old Wastewater Plant)

ADDENDUM A

F. Paid Parking

1. Continue paid parking in municipal lots: Winery, Commerce Street, City Hall
 - a) Consider increasing all-day rate to match privately owned lots
2. Consider paid parking on Main Street, Commerce Street, and connecting side streets
 - a) Electronic pay kiosk/station on each block
 - b) Pay at kiosk or by using cell phone app (ex. Passport Parking App)
 - c) 365 days a year, 10:00 a.m. – 8:00 p.m. (possible hours)
 - d) Hourly rates (possibly adjusted seasonally) with potential to park all day
 - e) Graduated fines (each subsequent fine is more costly) to discourage violations
 - f) Requires seven-day-a-week police enforcement
 - (1) Pros
 - (a) Discourages merchant/employee parking in premium spaces
 - (b) Potentially creates revenue stream for other services/amenities
 - (c) Paid parking is accepted and common in small tourist communities
 - (i) Wisconsin Dells, Wisconsin
 - (ii) Lake Geneva, Wisconsin
 - (iii) Breckenridge, Colorado
 - (iv) Eureka Springs, Arkansas
 - (v) Sedona, Arizona
 - (2) Cons
 - (a) Likely to be some confusion/complaints from residents and visitors, at least initially
 - (b) Requires construction, administration, enforcement, and maintenance
 - (c) Could deter Galena residents from visiting downtown
3. Dynamically priced parking
 - a) Sensors monitor parking/demand
 - b) Pricing automatically adjusted to meet parking space occupancy targets
 - c) Relatively new technology that could be a future option

ADDENDUM A

G. Free Parking

1. Continue to offer free parking in remote areas, including:
 - a) Side streets east of Commerce Street
 - b) Water Street
 - c) Depot Park lot and overflow areas
 - d) Other remote lots

H. Explore Opportunities for Expanding Surface Parking

1. East Side: former site of gas tanks/Davis storage buildings
 - a) Will be all city-owned in January 2020
 - b) 60-space potential
 - c) Free parking during busiest weekends
 - d) Parking on grass engineered for vehicles
 - e) Access to downtown via Meeker Street or Grant Park pedestrian routes
 - f) Add to shuttle route as needed
2. West Side: Reconstruct municipal lot between Commerce Street and Water Street
 - a) Incorporate Washington Street into the lot
 - b) Improve configuration to add spaces
 - c) Consider motorcycle parking spaces
 - d) Improvements to filter and detain storm water, landscaping
3. West Side: Old Wastewater Plant
 - a) 25-space potential
 - b) Free parking
 - c) Could be opened on busiest weekends
 - d) Minimal cost to make operational
4. West Side: Explore opportunities with Bench Street funeral home, Westwick Foundry and Lemfco Foundry to fully utilize existing surface parking—potentially through lease arrangements
 - a) Westwick owns most of gravel lot across Claude Street from the foundry. Explore possibility of paving, striping and signing this lot for public parking
 - b) Explore possibility of marking and signing Lemfco property on Water Street side for public parking
 - c) Communicate interest in working with these properties for long-term parking enhancements
5. Consider compact car parking areas to gain parking spaces

ADDENDUM A

- I. Designated Off-Street Motorcycle Parking
 - 1. Conveys that motorcyclists are welcome
 - 2. Encourages most efficient use of parking space
 - 3. Utilize areas that are too small for vehicle parking (Water Street has such areas that are underutilized)
 - 4. Designate spaces in municipal lots seasonally for use by motorcycles
 - 5. Include motorcycle parking on maps

- J. Improve Pedestrian Connectivity
 - 1. Assess pedestrian routes from parking areas to downtown
 - 2. Identify improvements needed to existing routes
 - 3. Identify new routes that could improve use of remote parking
 - 4. Consider opportunities to improve signage and maps/apps for pedestrian wayfinding

- K. New Parking Structure(s)
 - 1. Would have an immediate benefit during peak demand parking times
 - 2. Limited space to construct
 - 3. Very expensive to construct
 - 4. Requires administration/operation and maintenance
 - 5. Would likely be underutilized most of the time
 - 6. Parking fees would not likely cover debt service, maintenance and administration
 - 7. May require new funding source such as special property tax assessment or special service area tax for downtown businesses

ADDENDUM A

VI. Other Parking and Circulation Improvements

A. Ride Share and Taxi

1. Review and modify current ordinances to facilitate ride sharing services like Uber and Lyft in addition to traditional taxi services and charter services
 - a) License operators as permitted by law to enhance public safety
 - b) Seek acceptance of Galena by Uber as a service location
 - c) Lyft may already be operating in Galena

B. Alternate Forms of Transportation—Passenger Rail

1. Continue to lobby for and support the expansion of passenger rail with service to Galena
2. Visitors arriving by rail would not require parking
3. Depot and Depot parking areas would be used as hub

C. Alternative Forms of Transportation—Bikes and Electric Bikes

1. Encourage the use of bikes to travel to the downtown
2. Provide more places for storing/locking bikes
3. Designate bike routes and bike storage areas on visitor maps

VII. Research and Monitor Technology

A. Monitor trends in technology that could affect or improve parking system

1. Autonomous vehicles that self-park, possibly remotely, and using less ground space than driver-parked vehicles
2. Automated parking garages that utilize robotic elevators to park more vehicles in less space
3. Utilization of sensors to monitor parking with communication to motorists about location of available parking

B. Continue to monitor Downtown District parking

1. Attempt to assess impact of vacation rental parking as the industry continues to build-out
2. Evaluate possibility of vacation rental parking impact fee for properties that do not provide off-street parking
3. Evaluate reducing hours/days of alternate side parking if demand for overnight parking increases

ADDENDUM B

City of Galena Parking System Improvement Plan: Status of Implementation

October 2021

- Developed from the Staff Report: “Developing a Holistic and Efficient Parking System” of August 2019

Item	Improvement	Action
I. Community Service Officer	A. Vacant position in the Police Department historically responsible for downtown parking enforcement and providing community information to visitors	
	1. Fill vacant position in the Police Department	The Community Service Officer position was funded in the FY 2022 budget and the officer has been hired. Officer Sam White works Thursdays-Sundays. He enforces no parking zones, monitors the pay lots and provides information to visitors.
	2. Requires purchase of updated/new hardware and software systems for tracking and ticketing	The type of new equipment purchased will depend on whether the council chooses to implement paid on-street parking.
Item	Improvement	Action
II. Marketing	A. Enhanced emphasis on communicating parking system to visitors before they arrive	
	1. Improve parking maps and increase emphasis on communicating parking locations, rules, and costs in visitor guides	Worked with Galena Country Tourism in 2021 to develop a parking map. The map identifies on-street parking in the downtown by parking type and public parking lots within walking distance of the downtown. The map is available on VisitGalena.org website and thousands of copies of the popular map have been distributed to large lodging properties, City Hall, Verilife, and at the visitors center. We will continue to update the map with changes to the parking system.
	2. Develop tutorials (print and video) for how to use pay stations for paid parking and	No action on this item, but we receive almost no negative feedback from visitors who are using our pay stations to park in the municipal lots. Many visitors are already familiar with the functionality of pay stations.
	3. Use parking app to allow visitors to pay for parking by mobile phone	The app would be used if on-street paid parking is implemented.

ADDENDUM B

	B. Develop informational campaign for merchants and employees to communicate parking and commuting options	
	1. Map preferred parking areas for long-term daily employee parking	Parking map created identifying free parking options within walking distance of downtown.
	2. Encourage carpooling	
	3. Encourage use of shuttle if available	Working on proposal for downtown shuttle. See Item IV below.
	4. Encourage use of bikes and motor scooters for commuting	
Item	Improvement	Action
III. Wayfinding	A. Develop a comprehensive and coordinated wayfinding system that includes signage: on the highway on east and west gateways, at key intersections, to clearly identify all public parking lots and whether the lot is free or pay, pedestrian routes from remote parking lots	Coordinate plan development with mapping and communication/marketing materials. Highway signage will need to be permitted by the Illinois Department of Transportation. Added public parking directional signs in July 2021 for Meeker Street lot, St. Mary’s lot and Depot Park lot. The signs appear to be helping motorists locate the remote lots. Added portable signs at the Depot Lot to communicate that parking on the grass is allowed. Signs seemed to work well.
Item	Improvement	Action
IV. Shuttle Service	A. Explore hotel-funded shuttle system to promote leaving vehicles at hotels	A private company is expected to begin offering shuttle between the hotels and downtown in the spring of 2022.
	B. Explore public-funded shuttle system if a dedicated funding source is available.	
	1. Paid on-street parking could be a funding source	Revenue from municipal pay parking lots may be sufficient to fund a shuttle system.
	2. Possible shuttle operators:	
	a. Private sector transportation providers	Private sector is planning a shuttle system between hotels and the downtown.
	b. City-owned and operated	More costly option than utilizing Jo Daviess County Transit.
	c. Expand current transit contract with Jo Daviess County Transit	A agreement was approved in the summer of 2021 with Jo Daviess County Transit for the agency to operate a shuttle between Depot Park and the downtown.

ADDENDUM B

	3. Operate during times of peak parking space deficiency in the downtown	Shuttle operates on Saturdays in 2021 between 11:00 a.m. and 7:00 p.m. with the possibility of expanding to Sundays in 2022.
	4. Service to Depot Parking Lot, hotels, possibly other parking areas at Walmart, schools, etc.	Service could be expanded to reach remote lots and remote businesses if these areas are not serviced by the private sector.
	C. Consider requiring event-sponsored shuttle service to utilize remote lots during large events such as Oktoberfest, Country Fair, Corkless, Halloween Parade, Fourth of July. Country Fair shuttle service could be model for other events.	Include shuttle requirement in permits/use agreements that are approved on an event-by-event basis by city council. Shuttles are operated during Country Fair and the Halloween Parade.
Item	Improvement	Action
V. Valet Parking	A. Review and modify current parking ordinances to facilitate valet service	We may want to delay any action on this item until we know there is interest from the business community. There has been no interest to this point.
	1. Service to be provided, if desired, by individual or groups of businesses	
	2. May require use of parking spaces or loading zones for drop off/pick up	
	3. Allow use of City lots for valet parking (Depot, Rec Park, old wastewater plant?)	The lack of available parking lots near the downtown would be an impediment to an efficient valet service.
Item	Improvement	Action
VI. Paid Parking	A. Continue paid parking in municipal lots: Winery, Commerce Street, City Hall	
	1. Continue paid parking in municipal lots: Winery, Commerce Street, City Hall	Paid parking in the municipal lots is functioning very well in 2021.
	2. Consider increasing all-day rate charged by community groups during special events from \$5 to \$10 for consistency throughout town and to increase revenue shared with City	The parking fee was increased to \$10.00 in all municipal lots in the fall of 2020.
	B. Consider paid parking on Main Street, Commerce Street, and connecting side streets	Developed cost/benefit financial projection for installation of pay stations, mobile app, and enforcement. Available upon request.

ADDENDUM B

	1. Electronic pay kiosk/station on each block	Conferenced with pay station providers about their products and possible application in Galena. Obtained cost proposals.
	2. Pay at station or by using mobile phone with app	Conferenced with mobile app companies and reviewed their product line for customer remote pay and parking enforcement. Obtained cost proposals.
	3. 365 days a year, 10 a.m. to 8 p.m. (possible hours)	Used these hours for the cost/benefit analysis. Could be modified based on community input.
	4. Hourly rates with potential to park all day	Three different hourly rate options included in the analysis. Proposed RFP suggests fourth rate structure.
	5. Graduated fines (each successive fine is more costly) to discourage violations	To be conservative, cost/benefit analysis does not include any fine revenue.
	6. Requires seven-day-a-week police enforcement	Included enforcement cost, including new personnel, in cost/benefit analysis. Analysis to be updated with RFP results.
Item	Improvement	Action
VII. Free Parking	A. Continue to offer free parking in remote areas, including:	
	1. On-street 3-hour spaces (if paid parking is not adopted)	3-hour spaces remain free.
	2. Side streets east of Commerce Street	Side streets remain free.
	3. Water Street	Water Street remains free and is frequently used by employees.
	4. Depot Park and adjacent overflow areas	Depot Park remains free.
	5. Other remote lots	New lot on Meeker Street is free and is a good lot for employee parking.
Item	Improvement	Action
VIII. Expand Surface Parking	A. East Side: former site of gas tanks/Davis storage buildings	
	1. City now owns the site.	Buildings have been removed and the site has been graded.
	2. Potential for approximately 60 spaces	
	3. Free parking during busiest weekends	
	4. Parking on grass engineered for vehicles	
	5. Access to downtown via Meeker Street or Grant Park pedestrian routes	This area is probably best used for overflow parking on only the busiest weekends since access is not convenient.

ADDENDUM B

	B. West Side: reconstruct municipal lot between Commerce Street and Water Street	Design and engineering is underway for reconstruction of the lot. Included as a priority in Capital Improvement Plan. Potential grant funding in 2022.
	1. Incorporate Washington Street into the lot	
	2. Improve configuration to add space	
	3. Consider motorcycle, bicycle, and compact car parking to maximize use of space	
	4. Consider electric vehicle charging spaces or plan for later installation	Electric vehicle charging must be serious consideration for all parking areas as vehicle manufacturers are shifting production to electric vehicles.
	5. Improvements to filter and detain storm water, landscaping	
Item	Improvement	Action
	C. West Side: side of old treatment plant	
	1. Approximately 25 space potential	This lot was paved and marked in June 2021. The paved area was expanded beyond the original plan. The lot is open to the public as free parking for 52 vehicles. This is a good option for employee parking.
	2. Free parking	The lot is free parking.
	3. Could be opened on busiest weekends	Open seven days a week.
	4. Possible site for valet parking	
	5. Minimal cost to make operational	Lot was constructed for less than \$50,000 using parking lot revenues.
	D. West Side: explore opportunities with Bench Street funeral home, Westwick Foundry and Lemfco Foundry to fully utilize existing surface parking	
	1. Westwick owns gravel lot across Claude Street from the foundry. Explore possibility of paving, striping, and signing for public parking	Met with Westwick owner the week of October 14, 2019. Discussed options for improving the lot. Followed-up with letter expressing interest in the property. Contacted owner again in 2021. Owner is considering options.
	2. Explore the possibility of marking and signing the Lemfco property on the Water Street side for public parking on weekends	The owners are permitting public parking in this area on weekends.
	3. Communicate interest in working with these properties/owners for long-term parking system enhancements	Contacted owners on numerous occasions and communicated interest. Owners are not interested in working with the City to create parking.

ADDENDUM B

Item	Improvement	Action
IX. Designated Off-Street Motorcycle Parking	A. Conveys that motorcyclists are welcome and encourages most efficient use of parking space	
	1. Utilize areas that are too small for vehicle parking	
	2. Designate spaces in municipal lots seasonally for use by motorcyclists	
	3. Include motorcycle parking on maps	
Item	Improvement	Action
X. Improve Pedestrian Connectivity	A. Assess pedestrian routes from parking areas to downtown	
	1. Identify improvements needed to existing routes	Exploring the addition of directional signs from Depot lot to Grant Park (and over pedestrian bridge). Wayfinding signs for inside Grant Park created by City staff and installed in 2020.
	2. Identify new routes that could improve remote parking	
	3. Consider opportunities to improve signage and maps/apps for pedestrian wayfinding	Working on state grant application with Galena Country Tourism to add wayfinding from Depot Park, Meeker Street, and Kayak Park lots to downtown.
Item	Improvement	Action
XI. New Parking Structure(s)	A. Would have an immediate benefit during peak demand times	
	1. Limited options for locations to construct	Parking lot next to City Hall between Commerce Street and Water Street would be only City-owned property in the downtown that would be practical for constructing a parking structure.
	2. Very expensive to construct (\$20,000-\$50,000 per space)	
	3. Requires administration and maintenance	
	4. Would likely be underutilized most of the time	
	5. Parking fees would not likely cover debt service, maintenance and administration	

ADDENDUM B

	6. Would likely require new funding source such as special property tax assessment, special service area for downtown businesses, or paid on-street parking	Exploring the possible funding mechanisms and their pros and cons. A Special Service Area could be created to generate additional property tax to fund the parking structure(s). A Business Development District could be created where additional sales tax could fund the parking structure(s).
Item	Improvement	Action
XII. Other Parking and Circulation Improvements	A. Ride share and taxi	
	1. Review and modify current ordinances to facilitate ride sharing services like Uber and Lyft in addition to traditional taxi services and charter services	Researched state law and examples of ordinances to permit ride share services. These businesses are known as Transportation Network Companies (TNCs) and can be treated much like taxis in terms of licensing vehicles and drivers. Drafted licensing ordinance that was approved by the city council in 2020.
	2. Seek acceptance of Galena by Uber as a service location	Courted Uber to initiate service in Galena. They obtained a TNC license and are permitted to operate in Galena. They are accepting driver applications.
	3. Confirm Lyft’s presence in Galena	Contacted Lyft and inquired about them operating in Galena. They have not applied for our local TNC license.
	B. Alternate forms of transportation—passenger rail	
	1. Continue to lobby for and support the expansion of passenger rail with service to Galena	Participate in stakeholder committee that successfully worked to apply for a grant to perform a feasibility study. City staff now participating on the feasibility study work group.
	2. Visitors arriving by rail would not require parking	Surface transportation needs would likely be filled by the private sector.
	3. Depot and Depot parking areas would be used as hub	Concept plans prepared by the feasibility study consultant platform and train service amenities in the Depot location.

ADDENDUM C

DOWNTOWN PARKING: PAY BY TIME PROS AND CONS

Converting from three-hour limited parking to pay by time parking on Main Street and possibly Commerce Street would have pros and cons. The following is a summary of some of the pros and cons and is intended to facilitate discussion about paying to park on the street in downtown Galena.

PROS

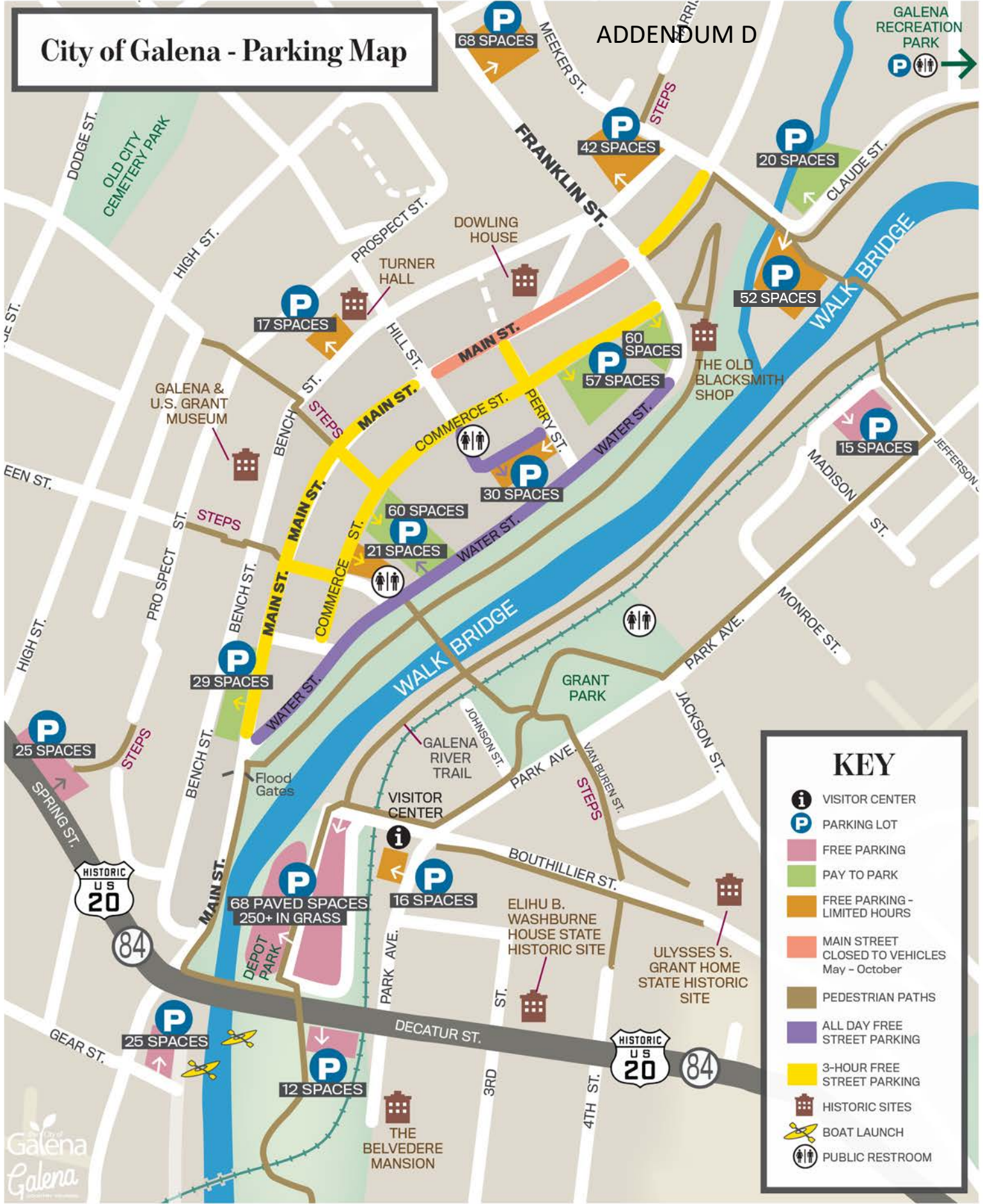
- **Improve availability of spaces for business patrons.** Pay by time parking could be expected to create more turnover of the most convenient spaces than free three-hour limited parking. Pay parking could also be expected to discourage employees from parking in prime on-street spaces. This would improve opportunities for customers/patrons to park close to businesses.
- **Reduce congestion.** Implementation of pay by time parking can reduce traffic congestion by increasing turnover of spaces and encouraging carpooling, remote parking, and the use of other modes of transportation.
- **Increased city revenue.** Net revenue from parking could be used to improve the parking system by funding a shuttle and/or additional parking. A shuttle could more effectively utilize existing public and private remote parking lots and reduce congestion during the busiest times—particularly weekends.
- **Free parking is still available.** Parking would still be available at no cost east of Main Street (or east of Commerce Street if Commerce is pay to park) and in all remote lots. Motorists using free parking would need to walk farther than those paying to park to reach Main Street or utilize a shuttle if available.

CONS

- **System costs.** While net revenues could be positive, implementation, enforcement, and management costs would be significant and would add complexity to our local government operations. Systems would require updates and replacement over time.
- **Less friendly.** Pay by time parking could be considered less hospitable than free parking in the eyes of the visitor, although many visitors are accustomed to paying to park. Confusion about the parking rules or confusion about operating the pay stations could frustrate visitors and residents.
- **Less Free Parking.** Finding a free parking space, especially in the downtown proper, could be more difficult.
- **Adverse for downtown employees.** Less free parking would make it more challenging for employees to conveniently park in the downtown and could make it more difficult for businesses to recruit and retain employees.

City of Galena - Parking Map

ADDENDUM D



KEY

- VISITOR CENTER
- PARKING LOT
- FREE PARKING
- PAY TO PARK
- FREE PARKING - LIMITED HOURS
- MAIN STREET CLOSED TO VEHICLES May - October
- PEDESTRIAN PATHS
- ALL DAY FREE STREET PARKING
- 3-HOUR FREE STREET PARKING
- HISTORIC SITES
- BOAT LAUNCH
- PUBLIC RESTROOM



**City of Galena
101 Green Street
Galena, Illinois 61036**

Multi-Meter Parking Stations and Enforcement Solutions RFP

DISTRIBUTION LIST

December 1, 2021

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