



**City of Inglewood, California
Request for Proposals**



**RFP-0125
DEVELOPMENT, OPERATION AND MANAGEMENT OF
CITY PARKING ASSETS, REMOTE PARKING FACILITIES AND SHUTTLE VEHICLE SERVICES**

**to support the
City of Inglewood Transportation Management and Operations Plan
for the City's Sports and Entertainment District**

Request for Proposals Release Date:	Thursday, January 10, 2019 www.cityofinglewood.org
Mandatory Pre-proposal Conference:	Wednesday, January 23, 2019 2:00 PM to 4:00 PM PST City of Inglewood, Community Room A One Manchester Boulevard, Inglewood, CA 90301 Must RSVP via email only: ParkingAndShuttleServicesRFP-0125@CityofInglewood.org
Deadline to Submit Questions Regarding the RFP:	Wednesday, January 30, 2019 Via email only: ParkingAndShuttleServicesRFP-0125@CityofInglewood.org
Responses to Questions Posted to City of Inglewood website:	Friday, February 1, 2019 To be posted on the City of Inglewood website: www.cityofinglewood.org
Deadline for Submitting Proposals and Relevant Materials:	2:00 PM PST, Thursday, February 28, 2019
Contact Person During Proposal Period:	Michael Tate, Purchasing and Contract Services Manager, City of Inglewood Email: ParkingAndShuttleServicesRFP-0125@CityofInglewood.org

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INVITATION TO SUBMIT PROPOSALS (Specifications and Conditions Governing Award)

The City of Inglewood solicits and will receive proposals duly filed as provided herein for a qualified Proposer to provide for the operation and management of City parking assets, remote parking facilities with shuttle vehicle services, and a centralized parking reservation system to support the City's Sports and Entertainment District, as specified in the Request for Proposals (RFP).

This RFP is a DRAFT and will be updated and finalized after 30 (thirty) days of its release. During that time, the City of Inglewood will accept questions and comments in writing from potential Proposers ahead of the mandatory pre-proposal conference scheduled for Wednesday, January 23, 2018 at 2pm at Inglewood City Hall, Community Room A, One Manchester Boulevard, Inglewood, CA 90301.

Questions and comments are to be submitted in writing via email only (ParkingAndShuttleServicesRFP-0125@CityofInglewood.org) and will be answered and responded to in an addendum to be posted on the City of Inglewood website, it will also be made available in hard copy in the Office of Purchasing at Inglewood City Hall.


Each proposal shall be submitted and completed in all particulars and must be enclosed in a sealed envelope addressed to the Office of Purchasing, City of Inglewood with the designation of DEVELOPMENT, OPERATION AND MANAGEMENT OF CITY PARKING ASSETS, REMOTE PARKING FACILITIES AND SHUTTLE VEHICLE SERVICES FOR CITY TMOP appearing thereon.

The City Council reserves the right to waive any irregularities in any proposals, and to take proposals under advisement for a period not to exceed 90 (ninety) days from and after the date proposals are opened and announced. The City Council reserves the right to reject any or all proposals and to take proposals under advisement for a period not to exceed 90 (ninety) days from and after the date proposals are opened and announced. Attention is directed to the provisions of Sections 1777.5 and 1777.6 of the Labor Code concerning the employment of apprentices by the Contractor or any subcontractor under them. The Contractor or any subcontractor shall comply with the requirements of said sections in the employment of apprentices.

The following conditions and terms apply:

1. The City reserves the right to reject any or all proposals;
2. Below and attached are detailed specifications and conditions for proposal submission;
3. You must execute your contract within ten (10) days after the City mails it; if the contract is not executed within ten (10) days, the City reserves the unilateral right to cancel it;
4. If any provisions of the contract are violated, the City, after suitable notice, may cancel the contract and make arrangements to have services supplied by others;
5. The Draft Requests for Proposals will be made available on the City of Inglewood website; and
6. Cost for developing the qualifications and creating presentations are entirely the responsibility of the submitting individual or firm and shall not be chargeable in any manner to the City of Inglewood.



Artie Fields, City Manager

Date

1.0 THE OPPORTUNITY

The City of Inglewood is seeking proposals from an experienced parking and transportation service operator or operator team to support the City with the development, operation and management of a coordinated event transportation plan for the Inglewood Sports and Entertainment District. The City of Inglewood Transportation Management and Operations Plan (TMOP) shall include the utilization of satellite parking lots, provision of shuttle services, an online parking reservation system, and a robust marketing and information dissemination program to support NFL game day event transportation at the Inglewood Sports and Entertainment District.

The Inglewood Sports and Entertainment District venues include downtown Inglewood, The Forum, the Los Angeles Stadium and Entertainment District at Hollywood Park, which includes a 70,000-seat arena, a 6,000-seat entertainment venue within Hollywood Park, a mixed-use development, and the Hollywood Park Casino. If approved, the Inglewood Sports and Entertainment District will also include the proposed Inglewood Basketball and Entertainment Center.

The City's TMOP is designed to create an effective, comprehensive access, circulation and traffic management plan for residents, visitors, and businesses on National Football League (NFL) game days. The City has identified the need for satellite parking and a shuttle system for venues in the Inglewood Sports and Entertainment District. Accordingly, the City of Inglewood has established the following goals for this opportunity:

- Support strategic, coordinated and flexible parking operations on NFL game days in coordination with the Los Angeles Stadium and Entertainment District (LASED) at Hollywood Park;
- Identify clean, safe and secure remote parking facilities and provide reliable shuttle service between identified remote parking lots and the LASED at Hollywood Park using coach transport busses;
- Create an intuitive, innovative, cutting edge centralized parking reservation system accessible online and via a Parking App on iOS and Android; and
- Publicize and promote the new system and parking options through local and regional jurisdictions, transit, sports, and event production websites, and other media outlets.

The successful Proposer will have the following core responsibilities subject to the terms of the Management Agreement (Agreement) for NFL Events to be awarded as a result of this RFP:

- Identify parking lots and obtain City approval that the lots meet City standards. The satellite parking sites may or may not be within the City of Inglewood;
- Develop agreements with remote parking lot owners, and coordinate with operators or owners of identified remote parking facilities; and if required, operate and manage remote lots;
- Include and market City-owned parking supply in the TMOP plan to support increased revenue on NFL game days. Evaluate system upgrades, such as Parking Access and Revenue Control System (PARCS) at City lots, to support NFL game days;
- Coordinate and manage the deployment of a bus fleet or shuttle vehicles to provide reliable service between identified remote parking lots and the LASED at Hollywood Park;
- Create, operate and maintain a centralized online parking reservation platform to support a customer friendly, convenient, efficient, and reliable remote parking and shuttle system;
- Operate and maintain the City's Transit Plaza a shuttle/transit access center on NFL game days, proposed to be located on a 4-acre civic site at the intersection of Prairie Avenue and Arbor Vitae Street; and
- Develop a financial plan for the parking management system, including shuttle operations, that is designed to provide full funding or full cost recovery for the program for the term of the Agreement to the extent feasible.

In addition, the successful Proposer will demonstrate proficiency and experience in designing and sustaining successful parking and transportation programs, familiarity with state-of-the-art technology, creative marketing strategies, and an ability to develop innovative and adaptive solutions where appropriate. The City desires the Proposer or Proposer Team demonstrate experience and/or history of working within the City of Inglewood or surrounding areas, and successful experience managing transportation for major sports and entertainment events in the United States.

The Agreement will be for a term of five (5) years, with two (2), two-year performance-based extensions, for a potential aggregate term of nine (9) years at sole discretion of City Council.

This RFP provides specific instructions regarding proposal format and other requirements. Pertinent data about the specific operations and the City of Inglewood are also included. Additional information, terms and conditions are provided in the Appendices section.

2.0 BACKGROUND

2.1 City of Inglewood

The City of Inglewood is approximately 9.1 square miles in size and is located in southwestern Los Angeles County. Its population is approximately 110,000 and is home to a number of world-famous venues such as The Forum and the soon to be completed Los Angeles Stadium and Entertainment District (LASED) at Hollywood Park, the newest NFL venue in the country.

An exciting transformation is underway in the City of Inglewood as it becomes “The City of Champions” and is redefined as a world-class sports and entertainment center in the greater Los Angeles region. The revitalized Forum now hosts the largest entertainment acts in the country. The redevelopment of approximately 298 acres at Hollywood Park includes new residential, commercial, and recreational uses, and its centerpiece will be the Los Angeles Rams and Los Angeles Chargers’ new NFL stadium currently under construction. Additionally, in 2018 the Los Angeles Clippers of the National Basketball Association (NBA) announced they would move their headquarters to the City of Inglewood and released a proposal to build a new training facility and basketball arena, and a new state-of-the-art, Frank Gehry designed music and cultural campus for the LA Phil’s Youth Orchestra Los Angeles (YOLA) recently broke ground in Inglewood.

The City intends to manage this growth in a sustainable and responsible way, ensuring that residents, businesses and visitors have convenient and efficient access to its new destinations and resources. The City is now working in collaboration with the stadium’s operator, local and regional transit agencies, adjacent jurisdictions, and parking lot providers, to develop a comprehensive, coordinated event transportation management program in advance of the NFL stadium opening day 2020.

The Metro Crenshaw/LAX Line is set to open summer 2020, enhancing transit access to the City. Building on the tremendous progress Metro has made to develop the County’s regional rail network and to create more transportation options associated with the opening of the Crenshaw/LAX Line, Inglewood is updating its transportation infrastructure and circulation system, exploring capacity improvements through the City’s Intelligent Transportation System (ITS) to more effectively manage major arterial streets, working to enhance Metro and municipal bus operations and services to the City, and developing proposals for an automated people mover system to directly connect the City’s major entertainment and activity centers to the Metro Regional Rail System.

The completion of the Crenshaw/LAX Line into Inglewood will increase access to public transportation for local residents as well as visitors by extending light rail transit from the existing Expo Line at Crenshaw/Exposition Boulevards to the Metro Green Line at Aviation/Century Boulevards. The approximately 8.5-mile light rail transit line will include eight (8) new transit stations at Expo/Crenshaw, Martin Luther King, Jr., Leimert Park, Hyde Park, Fairview Heights, Downtown Inglewood, Westchester/Veterans, Aviation/Century, and will provide a transit connection to Los Angeles International Airport (LAX) via the City of Los Angeles' Automated People Mover (APM) system at the Airport Metro Connector 96th Street Transit Station. Three stations are located in Inglewood including the Fairview Heights station, Downtown Inglewood station, and Westchester/Veterans station. To address critical "last mile" gaps, the City has proposed an APM system, known as the Inglewood Transit Connector Project to connect the City's entertainment and activity centers directly to the Metro Downtown Inglewood station.

To address the increased traffic on NFL game days, the City is now working diligently to prepare for the stadium's opening day in 2020 by developing a comprehensive Inglewood Sports and Entertainment District TMOP in collaboration with stadium operators, key stakeholders, and other transportation and transit agencies. Preliminary analysis indicates that game days could generate more than 10,000 additional trips in AM peak hours, and more than 15,000 additional trips during PM peak hours. While the NFL stadium will provide more than 9,000 parking spaces, consistent with the Hollywood Park Specific Plan requirements, the TMOP will establish and identify off-site satellite parking with shuttle service, increase transit service to the City on NFL game days, and establish other access plans for Transportation Network Companies, taxis, and other transit modes as critical options to the City's entertainment and activity centers.

The Selected Proposer of this RFP will work collaboratively with the City to implement a coordinated Transportation Management and Operations Plan together with the Stadium operator and will continue to revise and refine plans as the program is implemented.

2.2 Existing Parking Resources in Inglewood

The City of Inglewood owns and operates several parking facilities near the Sports and Entertainment District with +1,400 available spaces (Table 2.2). In addition, there are approximately 40 (forty) available public parking lots active within a two-mile radius offering an additional +17,000 spaces (Appendix I).

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Figure 2.1: Locations of Parking Areas within City of Inglewood (see also Appendix I for detailed list)

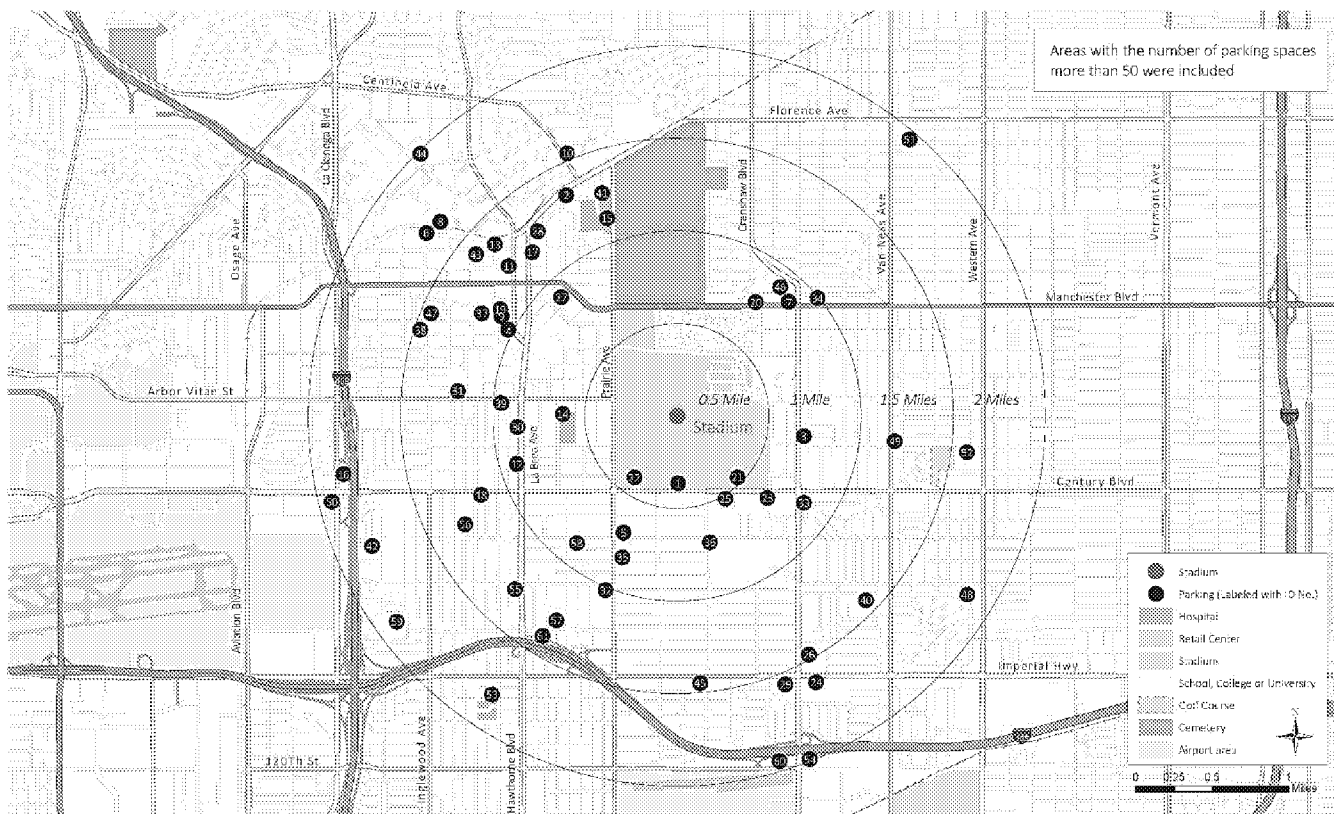


Table 2.1: Current City of Inglewood Parking Rates at City-owned lots

City of Inglewood Parking	Rate
Civic Center Garage One Manchester Blvd Inglewood, CA 91301	\$1.00 each 30 (thirty) minutes \$7.50 daily maximum
Locust Street Garage 115 S. Locust St Inglewood, CA 91301	\$1.00 each 30 (thirty) minutes \$10.00 daily maximum
Senior Center Garage 333 Queen Street Inglewood, CA 90301	\$5.00 each one (1) hour \$20.00 daily maximum

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Table 2.2: City of Inglewood Parking Inventory (subject to change or may be updated)

City Parking Supply – Surface Lots			
Lot No.	Location / Address	Spaces	Comments / Notes
1	Manchester @ 7 th (2901 W. Manchester Blvd)	12	Community Police, 11 + 1 ADA
2	Manchester @ 12 th (3363 W. Manchester Blvd)	86	Next to Animo High School
3	Redondo Blvd. @ West Blvd	101	Metro construction
4	Civic Center Library	189	
5	Kelso Street between La Brea & Market	34	
6	Nutwood B/O Market (268 Market Street)	25	
7	Regent @ Market	0	Currently under contract
8	La Brea @ Kelso	73	
9	Eucalyptus @ Oak	40	North of Florence Avenue
10	Market St. N/O Manchester	6	Downtown area (metered)
11	119 E. Arbor Vitae (Lot G)	30	Near Maple Avenue
12	101 W. Arbor Vitae (Lot F)	0	Closed (9 spaces) (Grevillea)
13	180 W. Arbor Vitae (Lot E)	36	Corner with Walnut Street
14	155 W. Arbor Vitae (Lot D)	21	Corner with Fir Avenue
15	300 W. Arbor Vitae (Lot C)	41	Corner with Eucalyptus Ave.
16	327 W. Arbor Vitae (Lot K)	13	Near to Rosewood Avenue
17	439 W. Arbor Vitae (Lot H)	22	Near to Cedar Avenue
18	500 W. Arbor Vitae (Lot I)	17	Corner of Cedar Avenue
19	569-571 W. Arbor Vitae (Lot J)	10	Corner with Oak Street
Total Number of Surface Lot Spaces:		756	

City Parking Supply – Parking Structures			
Lot No.	Location / Address	Spaces	Comments / Notes
1	One Manchester Boulevard	265	Civic Center Garage (plus 200 PD)
2	115 South Locust Street	300	Locust Street Garage
3	333 East Queen Street	151	Senior Center Garage
Total Number of Structure Spaces:		716	
TOTAL OFF-STREET CITY PARKING INVENTORY		1,472	

*The City of Inglewood currently has active parking agreements and contracts with local businesses which may preclude some of the above-mentioned lots or spaces from being available or suitable for use as required in this RFP. Proposal responses must not conflict with existing City parking service agreements and other contractual obligations.

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2.3 Potential Satellite/Offsite Parking Lot Opportunities

To address game day parking needs, the City TMOP team has conducted preliminary analyses and parking surveys and has identified several potential park and ride and remote parking lots for Proposers to further consider. The sites displayed on the map below (Figure 2.2) and listed in Appendix H are illustrative of potential remote parking sites, adjacent to freeways, which may provide regional access to the City and assist in the management and operation of game day circulation. The proposed locations are exemplary of potentially viable satellite parking sites due to their strategic location in relation to the major venues in the City. These sites have not been finalized but represent the type of desired geographic distributional split of satellite parking lots that may be deemed necessary for a successful TMOP.

Figure 2.2: Potential Satellite/Offsite Parking Lot Sites (see also Appendix H)



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3.0 SCOPE OF SERVICES

The NFL Stadium is set to open Fall 2020. To create an effective TMOP by opening day, the City of Inglewood is requesting Proposers to assist the City with the following scope of services:

3.1 Remote Parking Lot Operations

The Proposer will assist in finalizing agreements with remote parking lot owners to ideally, secure 15,000 parking spaces to supplement parking provided at the new NFL stadium and other new venues. Remote lots should be located near major arterials to provide easy public access and minimal travel time to the entertainment and activity centers, with sufficient space to accommodate shuttle staging, and the lot must make itself available for use during NFL game days or nights. The lots must be maintained to a high standard of cleanliness and safety, including but not limited to, security lighting, cameras, and experienced on-site staff to manage potential public disturbances or unauthorized tailgating. It will be necessary to coordinate with owners or operators of identified remote parking facilities to negotiate terms for the use of their lots, and to manage operations when they are in use. Management of remote lots may include revenue collection and the provision of staffing, security, cleaning services, and/or such other tasks as negotiated with owners.

The City requests a consistently branded, uniform operation linking all remote lots with the LASED at Hollywood Park that provides reliable service for patrons. Preliminary financial plans should accompany descriptions of remote lot usage, including costs for potential rents, staffing, security and cleaning. In addition, provide estimates or examples of parking fee schedules designed to cover operating costs but also to encourage the use of the remote lot/shuttle system.

To date, the City has initiated preliminary discussions with transit agencies and area parking sites for the use of parking facilities located along Century Boulevard in the Gateway Los Angeles Business Improvement District (BID), parking facilities in the City of Hawthorne, potential parking facilities at certain Inglewood Unified School District properties, parking at nearby local community colleges, and other satellite parking lots. The Proposer will assist the City to continue with these discussions with remote lot providers and transit agencies (see Appendix H), help finalize parking agreements and shuttle services, and to secure their availability and use on NFL game days. Agreements with owners of remote parking lot providers and transit agencies must include commitments to support the execution of the terms of this contract and should be negotiated in consultation with the City to ensure that the selected remote parking lots are safe, clean, secure, and meet the City's minimum standards.

3.2 City Parking Lots

The selected Proposer will assist the City with the marketing and promotion of City-owned parking lots to build customer awareness, increase revenue, add value to its parking sites in close proximity to the City's major venues. The selected Proposer should coordinate with contracted City parking lot operators to include the parking inventory in the City owned lots in the central parking reservation system and recommend parking pricing or necessary upgrades for City lots for NFL event game days. The Proposer should develop TMOP branding opportunities that can be used by the City to assist with the increased utilization of City lots on NFL game days. Include specific recommendations for improved branding opportunities for City Lots.

3.3 Shuttle Fleet Operations

The Proposer shall be responsible for the entire shuttle service program including subcontracting of services and will coordinate and deploy a bus fleet or shuttle vehicles able to accommodate at least 45 to 50 passengers per vehicle to provide reliable service between identified remote parking lots and the LASED at Hollywood Park. In order to establish a reliable system of remote parking and access to major venues in the City, a shuttle fleet must be deployed to provide the connection. The operation and maintenance of the fleet will be the

responsibility of the Proposer, and proof of safety, insurance and maintenance must be provided to the City. Vehicles must be clean, comfortable, easily accessed, and must comply with the Americans with Disabilities Act (ADA). Bus routing and fleet plans will be evaluated and approved by the City, as well as frequency of service, hours of operation, and security safeguards such as a video monitoring system. Staging for shuttles must be provided at each remote lot and at the City's Transit Plaza at the Civic Site located at Hollywood Park. Each vehicle must have clear signage, be easily recognizable to patrons, and must be operated by knowledgeable, qualified drivers.

The selected Proposer will assist the City with collaboration efforts to best coordinate access routes, and will work with Metro and any other appropriate transit agency such as the City of Los Angeles Department of Transportation (LADOT), the County of Los Angeles Traffic Division, and Caltrans, to facilitate fast and efficient travel, potentially through the use of such tools as dedicated lanes on major arterials and synchronized signal technology to improve travel time. The City will also coordinate with the Stadium operator to accommodate Stadium shuttle operators at the Transit Plaza as necessary.

3.4 Centralized Parking Reservation System

The Proposer will create, operate and maintain an intuitive, centralized online parking reservation platform that is web-based and includes a mobile App for iOS and Android. The system should be a convenient, efficient and reliable remote parking and shuttle system that is secure and protects the user's data through encryption. This system will be critical to the overall success of parking management operations between identified remote parking lots and the LASED at Hollywood Park. It must be designed carefully to describe parking options, costs, and locations to allow customers to make informed choices. It must be robust enough to handle the convergence of multiple events without glitches, and it must provide a coordinated approach to finding convenient parking while efficiently managing access to all available spaces.

This system must be customer friendly, easy to navigate, and reliable, providing users with a simple one-stop site to arrange and pay for parking. Once established, information and updates about the reservation system must be disseminated through a clear, concise, and wide-ranging marketing campaign to maximize use and to ensure its effectiveness. The City will facilitate coordination with venue operators and will also coordinate with elements of the operating plan. Recommendations on the most functional system should include options such as the most efficient internet access, advertising and real-time information dissemination support, a plan to accommodate vehicles without pre-booked reservations, staffing requirements with hours of operation, and a preliminary financial plan that includes fees, payment and processing information, and website integration; describe an information dissemination and marketing strategy including digital, social media, press strategy and promotional links; and provide details on customer information capture, loyalty programs and transaction and revenue trends.

The City will work in close coordination with the Stadium operator on an overall Event Transportation Management and Operations Plan. Accordingly, it is anticipated that the Centralized Parking Reservation System developed by the Selected Proposer have the ability to be integrated and compatible with the Stadium's parking reservation system.

3.5 Transit Plaza at the Hollywood Park Civic Center

The Proposer will assist the City with the planning, programming, operations, cleaning and general maintenance of the City's Transit Plaza, designed to be a shuttle/transit access center, proposed at a City-owned 4-acre Civic Center site at Hollywood Park (see Figure 3.1), located at the intersection of Prairie Avenue and Arbor Vitae Street. This centrally located site will serve as the hub for transit coordination activities in the area. It will be the shuttle drop-off and pick-up location. Efficient operation of parking and circulation at the Transit Plaza will

facilitate visitors' travel to and from the site, and it will be the first impression many visitors have of Inglewood's new attractions. It is critical to design and implement a plan for this property that achieves the City's objective of managing multi-modal trips, providing easily understandable and convenient access for visitors, and including the right mix of services to support customer needs. These may include, but are not limited to, information kiosks, refreshments, rest rooms, seating areas, landscaping, wi-fi connections, ATM's, and additional items to be determined. The Proposer shall include a strategy to include access fees or user fees to help offset the costs of the overall shuttling services. The selected Proposer will assist the City of Inglewood to collaborate with area transit agencies and the NFL stadium in order to maximize and leverage potential shuttling resources.

The development and operation of the Transit Plaza must conform to all requirements of the Hollywood Park Specific Plan and associated conditions of approval and mitigation. It is anticipated that the City of Inglewood will prepare and process the plot plan review consistent and in compliance with the Hollywood Park Specific Plan and prepare or identify previously approved environmental clearances pursuant to the California Environmental Quality Act (CEQA) for the Transit Plaza, and design, develop and construct the City Transit Plaza Site. As part of the contract, the selected Proposer will be required to meet maintenance standards. It is a vital component of this RFP that the Transit Plaza facilities be maintained in a first-class manner, as it is the gateway to the LASED.

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Figure 3.1: Proposed Transit Plaza at the Civic Center Site at Hollywood Park



3.6 Financial Plan

The Proposer will develop a financial plan for the parking management system for NFL events, including potential fees for use of remote parking lots, shuttle operations, operations of the Transit Plaza, and costs associated with the online parking reservation system and marketing effort, which provides full funding for the program during the term of the Agreement. The City's objective is to select a Proposer that will be able to design, implement and fund the elements of the proposal outlined herein. Financial plan shall also include a provision for maximum flexibility in variable and demand-based pricing and a description of robust and configurable reporting and forecasting tools to the extent feasible. Creative approaches to financial support for the plan are welcomed, and the City is requesting innovative financial strategies that will produce sufficient

revenue to support the parking and shuttle program and could generate revenues to the City as well as cover a combination of sources including, but not limited to advertising revenue, shuttle and parking fees, small retail options, transportation grant funds, or any other customer supported sources.

3.7 Communications, Advertising and Marketing Plan

Successful proposals will include an approved branding, advertising, and overall communications plan for satellite lots and City parking facilities to successfully promote the TMOP shuttle services. Strategies will outline digital and print media marketing ideas, creation of social media sites, signage, branding, logos, and promotional events. The Proposer should also include partnership communication strategies with the stadium operators, NFL teams, and other sponsors. All marketing and advertising will be reviewed in advance and must be approved by the City.

The City and Selected Proposer will coordinate with the Stadium operator on all communications, advertising, marketing and signage plans, including both wayfinding and off-site advertising signage. No off-site advertising signage will be permitted by the operator of the Transit Plaza without prior approval from the City of Inglewood.

4.0 MINIMUM QUALIFICATIONS

Proposers bidding on this RFP must meet the minimum qualifications outlined in this section and included within the proposal. All information and documentation provided is subject to verification.

1. Proposer must demonstrate that they have managed transportation programs for major sports and entertainment or special event venues in the United States requiring coordination and management of remote parking supply and shuttle operations within the last five years.
2. Proposer must demonstrate that they have been regularly and continuously engaged in the business of providing shuttle and/or parking services for the past three (3) years.
3. Proposer must demonstrate that they are currently in compliance with all State of California Department of Transportation and/or US Department of Transportation rules, laws, and regulations. If awarded the contract, Proposers must provide documentation of ongoing compliance with applicable rules, laws and regulations.

Proposer will be asked to provide proof of all professional permits, licenses, and credentials necessary to perform the services specified in this RFP. Any shuttle drivers directly employed by or contracted under the Proposer must be licensed per state and federal licensing requirements and all drivers must be at least 21 (twenty-one) years of age.

5.0 SUBMITTAL REQUIREMENTS

Prior to submitting, all Proposers must attend a mandatory pre-proposal conference scheduled for Wednesday, January 23, 2019 at 2:00 PM PST, Inglewood City Hall, One Manchester Boulevard, Inglewood, CA 90301.

Written responses to the must be prepared as specified below. Respondents should follow the checklist provided in the appendices section to ensure that all requirements are met. No changes to responses may be made after the submittal deadline.

1. One (1) signed original and three (3) copies of the proposal are to be mailed to the Office of Purchasing Division at the City of Inglewood (complete address listed below) **received on or before 2:00 PM PST on Thursday, February 28, 2019**. Original must be clearly marked "original" and copies clearly marked "copies";

Note: Any responses received after this date will not be considered by the City.

2. Proposals are to be printed double-sided, each section separated by clearly marked tabs, and shall not exceed 25 (twenty-five) pages excluding table of contents, cover letter and authority to propose, table of contents, attachments, and tabs;
3. Printed responses shall be enclosed in one sealed package with the name and address of the respondent in the upper left-hand corner and marked "DEVELOPMENT, OPERATION AND MANAGEMENT OF CITY PARKING ASSETS, REMOTE PARKING FACILITIES AND SHUTTLE VEHICLE SERVICES FOR CITY TMOP" and must include one (1) flash drive pre-loaded with a PDF version of the final proposal, attachments and financial statements; and
4. The response shall be signed by an officer, or officers, authorized to execute legal documents on behalf of the respondent and the complete package submitted to:
Office of Purchasing Division, City of Inglewood, 8th Floor
One Manchester Boulevard, Inglewood, CA 90301
Attn: Michael Tate, Purchasing and Contract Services Manager

The City reserves the right to waive informalities in any proposal, to reject any or all proposals, to reject one part of a proposal and accept the other, except to the extent that proposals are qualified by specific limitations, and to make awards to the Proposer whose proposal best addresses the scope and requirements outlined in this RFP. Each firm is responsible for the timely delivery of any response. Additionally, the City will not be responsible for the delivery of any proposal to the wrong address or City department. Each firm assumes all risks and/or consequences of an incorrect delivery or an untimely delivery of a proposal.

The Proposer shall pay for all costs associated with the proposal preparation. The City shall not pay for or reimburse any costs relating to the proposal preparation or presentations.

5.1 Pre-Proposal Conference

The purpose of the mandatory pre-proposal conference is to discuss the requirements and objectives of this DRAFT RFP and respond to questions. The pre-proposal conference is scheduled on:

Date: Wednesday, January 23, 2019

Time: 2pm

Location: Inglewood City Hall, Community Room A, One Manchester Boulevard, Inglewood, CA 90301

RSVP via email required: ParkingAndShuttleServicesRFP-0125@CityofInglewood.org

Any questions or comments regarding the Proposal, and any additional criteria, instructions or addendums to the RFP, if any, made prior to the pre-proposal conference will be discussed at the time of the conference. Any questions, comments or addendums to the RFP made after the pre-proposal conference will be posted to the City of Inglewood website.

5.2 Cover Letter and Authority to Propose

Include a cover letter to identify the Proposer, name the key point of contact and provide evidence that the signor has legal authority to enter into binding contracts on behalf of the Proposer Team. The letter must be on official company letterhead, identify the Proposer's legal structure, and be signed by the person or persons who have legal authority to bind the firm in contractual matters with the City (see Appendix D). It must also contain signor's contact information as well as a copy of the Corporate Resolution or other appropriate evidence of authority to bind the identified firm. The City reserves the right to reject any proposal that contains an unsigned cover letter and/or submits incomplete documentation (not included in final page count; recommended it not exceed three (3) pages).

5.3 Table of Contents

Each Proposal must include a Table of Contents indicating section headers and pages and indicate any attachments or materials included in the Proposal (not included in final page count).

5.4 Executive Summary

The Executive Summary is a brief statement of key features of the Proposal, team qualifications and evidence of understanding of the scope and services to be provided. Proposers must describe the Proposer Team's strengths and qualifications, capacity to complete the scope of work, key experience, and expertise and a statement explaining why the Proposer's proposal would be the best selection and why their system model would best serve the City's parking management and operations needs (not to exceed three (3) pages).

5.5 Proposer Team

1. Provide an organizational chart of the key team members, identifying a Prime Proposer that will be responsible for all contract matters (the Prime Proposer's authorized representative should be the same as the signor of the cover letter and authority to propose);
2. Explain how the Proposer will assemble (or has assembled) a complete team (including all necessary consultants) with the experience and capacity to carry out the responsibilities of the Proposal;
3. Describe Proposer Team experience developing parking operations and management systems, of similar scope and size, within California or elsewhere, and include relevant examples;
4. If applicable, describe Proposer Team's experience working together on parking operations and management projects successfully; and
5. Describe Team knowledge of local community transportation needs, and/or history and experience serving the City of Inglewood or the surrounding areas.

5.6 Statement of Work

Proposers must provide a statement of work and description of the Proposer Team's approach and methodology for the following scope of services as described above:

1. Secure remote parking supplies; coordinate with operators and/or owners of identified remote parking facilities and/or operate and manage remote lots;
2. Coordinate and manage a bus fleet and/or shuttle vehicles to provide reliable service between identified remote parking lots and the LASED at Hollywood Park;
3. Promote City owned parking lots so as to build customer awareness, add value, and increase City parking revenue during NFL game days;
4. Create, operate and maintain a centralized online parking reservation platform to support the customer-friendly, convenient, efficient and secure remote parking and shuttle system;
5. Operate and maintain the City's Transit Plaza located on the Civic Center site at Hollywood Park at the intersection of Prairie Avenue and Arbor Vitae Street on NFL event days as a shuttle/transit access center; and
6. Coordinate with key stakeholders including but not limited to City staff, stadium operators, stadium tenants, and other relevant agencies such as Los Angeles Department of Transportation (LADOT), Caltrans, and Metro.

5.7 Financial Plan

The Proposer must develop and describe a financial plan for the parking management system, including potential fees for use of remote parking lots, shuttle operations, operations of the Transit Plaza, and costs associated with the online parking reservation system and marketing effort, which provides full funding for the program during the term of the Agreement to the extent feasible. The Proposer should provide a summary and sufficient documentation to demonstrate the following:

1. Comprehensive understanding of costs associated with the requirements of the RFP and proposed contract to the extent feasible;
2. Detail of all costs associated with carrying out responsibilities under the contract;
3. Sufficient capital or investments to finance, fully-fund and manage fund implementation of operations under this contract; and
4. Financial statements that have been audited by a licensed public accountant or, if not audited, accompanied by a notarized statement from the Chief Financial Officer certifying the accuracy of the financial information contained in the statements and attachments provided.

5.8 Communications, Advertising and Marketing Plan

1. Description of Proposer's experience developing and implementing innovative branding and promotional strategies;
2. Proposer's well-crafted communications approach to marketing the City's parking program; and
3. Executive summary of a marketing plan, which shall summarize:
 - a. Proposer's understanding of the City's branding, communications, advertising, and marketing needs;
 - b. Proposer's understanding of local and regional demographics and the local/regional competitive environment;
 - c. Outline of optimal advertising revenue opportunities;
 - d. Proposer's strategy, timeline, and goals for capitalizing on advertising opportunities; and
 - e. Costs associated with branding, marketing, advertising, and promotional campaigns.

5.9 References and Relevant Project History

The Proposer must provide five (5) references, preferably from similar projects either ongoing or completed within the last ten (10) years. The City of Inglewood, in its sole discretion, reserves the right to contact and verify all references, and to request additional supporting information and/or documentation from the Proposer. References must include the following (see Appendix C for formatting guidelines):

1. List local, county, state, federal, or entity name, and describe the work produced
2. List contact person(s) – primary contact should be an individual with direct knowledge of contract and service performance; include direct phone and email
3. Provide examples of work produced – include any relevant press, advertising, images or web links

6.0 EVALUATION AND SELECTION PROCESS

All Proposals that submit the information requested in this RFP will be evaluated on the basis of professional experience, qualifications and services to be performed. The City reserves the right to judge, appraise and reject all proposals, or to otherwise cancel the RFP process. The City reserves the right to request additional technical information or clarification of information submitted during the evaluation process.

The written proposal, and potentially an oral interview, will be evaluated using the following weighted criteria:

1. Qualifications, Background and Experience of the Proposer Team	35 pts
2. Statement of Work and Methodology	25 pts
3. Financial Plan	20 pts
4. Communications, Advertising, and Marketing Plan	20 pts
Total:	100 pts

6.1 Evaluation Criteria

Below is a description of criteria to be evaluated, and the expectations of each Proposer submitting an RFP.

1. Qualifications, Background and Experience of the Proposer Team (35 pts)
 - The Proposer has provided a credible plan to assemble and engage all necessary team members;
 - The Proposer has included key members that collectively demonstrate strong expertise and capacity in both the development and operation of a large-scale parking management system;
 - Provide professional qualifications, capabilities, relevant project experience, education, and accomplishments of project managers and key staff;
 - Proposer has provided a list of five (5) clients deemed to be satisfactory by the City of Inglewood; and
 - References were able to provide feedback and information regarding the Proposer's experience and qualifications based on similar projects and/or services as outlined in this RFP.
2. Statement of Work and Methodology (25 pts)

System Design:

 - The proposed design is innovative and supports the City's TMOP and its goal to provide an effective circulation and traffic plan on NFL game days;
 - The proposal addresses NFL game day parking needs and provides sufficient remote parking spaces to supplement parking provided at the LASED at Hollywood Park; and
 - The Proposer has outlined a credible development schedule that is phased appropriately, can be properly executed, and evidences the team's grasp of the necessary elements of this RFP.

Remote Parking Sites and Shuttle Services:

 - The proposed remote parking sites are safe, clean, secure and meets the City's minimum standards;
 - The proposed remote parking sites integrate and promote City owned lots and is designed to maximize City parking revenue; and
 - The proposed shuttle services offer the best plan for the deployment of a bus fleet or shuttle vehicles able to provide reliable service between identified remote parking lots and the LASED at Hollywood Park.

Online Reservation Services:

 - The proposed system supports pre-paid online booking and parking reservation services, and includes a plan to accommodate or address vehicles that did not pre-pay or book online;
 - The Proposer has provided an online, on-demand booking and parking reservation system that is intuitive and easily accessible through desktop, tablet, smartphone, and is compatible with iOS and Android;
 - Provides for a robust online transaction system that accepts multiple payment options through web or smartphone applications (such as digital wallets and direct bank transfers); and
 - Demonstrates the ability to develop an online system that protects the consumer's privacy and financial information.
3. Financial Plan (20 pts)
 - The Proposer demonstrates sufficient capital or investments to fully fund and manage the implementation of operations under this Agreement and has provided audited or certified financial statements;
 - Comprehensive understanding of costs associated with the requirements of the proposed RFP and contract;
 - Provides a detailed, concise outline of all costs associated with carrying out the responsibilities associated with the scope of services under the contract;
 - The Proposer provides for a creative finance strategy that capitalizes on maximizing growth and revenue opportunities; and

- The Proposer provides for a variable pricing strategy based on anticipating and understanding the customer's behavior.
4. Communications, Advertising, and Marketing Plan (20 pts)
- Provides a clear outline for an innovative branding and marketing strategy that successfully informs all targeted local and regional users;
 - Presents a creative marketing strategy that utilizes all forms of digital and print media, social networking sites, and profile-raising events to ensure that the new system is successfully promoted;
 - Creates a brand that is unique to this project, original in its design, and easily recognizable to users.

7.0 DEVELOPMENT OF FINAL AGREEMENT

Inglewood plans to issue an Agreement following issuance of this RFP. The successful Proposer will be subject to the terms of the Agreement.

7.1 Agreement Execution

The City of Inglewood intends to enter into an Agreement with the selected Proposer based upon evaluation criteria defined herein. After the evaluation process is completed, a maximum ten (10) day limit will be established for the Agreement to be executed. If the Agreement is not executed by a successful Proposer within the set time period, the City reserves the right to extend the time period or to enter into an Agreement with another Proposer.

The City reserves the right to revise the draft Agreement a) to reflect the successful Proposer's financial proposals, b) as necessary to achieve the City's best interests as determined by the City in its sole discretion, and c) to approve or reject changes to any Team based on objective criteria, at its sole discretion.

Upon the commencement date of the Agreement, Inglewood will provide updated information on existing parking resources, City parking operations, fees, systems and revenue, internet capabilities and options, operating plan elements, inter-agency coordination status and issues, and any other data, information or materials necessary to the implementation of a successful parking management and shuttle services plan subject to the terms and conditions of the Agreement.

7.2 Threshold Requirements

A written submittal to this RFP will be the primary basis on which the City will consider its award for the contract. Therefore, Proposers should be thorough, detailed, and as concise as possible when responding to each proposal item and proposals must be complete and responsive to all items identified in this RFP. In the written proposal, Proposers must include responses to all proposal items requested and Proposer's concept must be aligned with the proposed system. Proposers will not be able to add to or modify their proposals after the proposal due date. The City may deem a Proposer non-responsive if the Proposer fails to provide all required documents and copies. In submitting the proposal, the Proposer agrees the proposal will remain valid for 180 days after the deadline for submission of proposals and may be extended beyond that time by mutual agreement.

8.0 GENERAL PROVISIONS

The City of Inglewood hereby extends an invitation to submit a proposal, in accordance with this Request for Proposal (RFP), to provide labor and or materials for the designated service. Furthermore, the City makes no representation that any agreement will be awarded to any firm responding to this request. There are no expressed or implied obligations for the City to reimburse responding firms for any expense incurred in preparing a proposal in response to this request. All information submitted to the City of Inglewood shall become property of the City and will be returned to the Proposer at the City's option.

8.1 Payment Terms

Standard payment shall be made by City check.

8.2 Inglewood Business Tax Certificate

The vendor agrees to, at all times during the performance of the agreement, obtain and maintain an Inglewood City Business Tax Certificate. The purchase of the Certificate must be made prior to the rendering of services and a copy of the Certificate must be forwarded to the Purchasing Division.

8.3 Sales Tax

The City of Inglewood is subject to the payment of sales tax. All suppliers will be required to include in your proposal/price quote the City of Inglewood sales tax rate of 10%. If a Proposer fails to include the City's sales tax rate in their proposal, the City will add the 10% amount to the proposal for evaluation purposes.

8.4 Request for Information

Firms shall provide any and all information requested by the City to assist in determining the Proposers' ability to provide quality services as outlined in Section 3.0 Scope of Services.

8.5 Basic Eligibility

The successful Proposer must be licensed to do business in the State of California. In addition, the successful Proposer must not be debarred suspended, or otherwise ineligible to contract with the City of Inglewood.

8.6 Insurance Requirements

When a contractor does work under a City purchase order, the managing department must have on file valid certificates of insurance and the required endorsements. The department must submit the required certificates and endorsements to the City Clerk, who will then forward the documents to the City Attorney's Office for review.

Required Insurance Coverage:

The contractor and/or its subcontractor shall obtain and maintain at its expense, until completion of performance and acceptance by City, the following insurance placed with an insurer admitted to write insurance in the state of California or a non-admitted insurer on State of California's List of Surplus Lines Insurers (LSLI) and the non-admitted insurer must have a rating of, or equivalent to, A: VIII by A.M. Best Company:

a. Commercial General Liability

Commercial General Liability (equivalent in coverage scope to Insurance Services Office, Inc. (ISO) form CG 00 01 11 85 or 11 88) in an amount not less than \$1,500,000 per occurrence and \$2,000,000 general aggregate. Such insurance shall include products and completed operations liability, independent contractor's liability, broad form contractual liability, and cross liability protection. The "City of Inglewood, its officials, employees, and agents" must be separately endorsed to the policy as additional insureds on an endorsement equivalent to Insurance Services Office, Inc. (ISO) forms CG 20 10 11 85 of CG 20 26 11 85.

b. Commercial Automobile Liability

Commercial Automobile Liability (equivalent in coverage scope to ISO form CA 00 01 060 92) in an amount not less than \$5,000,000 combined single limit per accident for bodily injury and property damage covering Auto Symbol 1 (Any Auto). If an automobile is not used in connection with the services provided by the contractor, the contractor should provide a written request for a waiver of this requirement.

c. **Workers' Compensation and Employer's Liability**

Workers' Compensation as required by the California Labor Code and Employer's Liability in an amount not less than \$1,000,000 per accident.

Required Insurance Documentation:

a. **Certificate of Insurance**

The contractor must provide you with a Certificate of Insurance evidencing the required insurance set forth above. The Certificate Holder must be the "City of Inglewood," and the Certificate Holder's address must be the address of the City of Inglewood.

b. **Endorsements**

In addition to the Certificate of Insurance, the contractor must provide the following endorsements:

Cancellation Notice Endorsements:

Each policy must be endorsed to provide that the policy shall not be cancelled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the City with written notice thirty (30) days prior to cancellation or ten (10) days written notice for cancellation due to nonpayment of premium.

Primary and Non-contributory Coverage Endorsements:

The general liability and (if required) professional liability policies must be endorsed to provide that each policy shall apply on a primary and non-contributing basis in relation to any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees and agents.

Waiver or Modification of the Insurance Requirements:

Any waiver or modification of the insurance requirements can only be made by the City Attorney. All waivers or modifications request are reviewed on a case-by-case basis.

8.7 Indemnification

The Proposer shall indemnify and hold harmless the City and its officers, employees, and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the operator, anyone directly or indirectly employed by any of them or anyone for whose acts may be liable, except where caused by the active, sole negligence, or willful misconduct of the City.

If any action or proceeding is brought against Indemnities by reason of any act of the matters against which consultant has agreed to indemnify Indemnities as provided above, vendor, upon notice from City, shall defend Indemnities at Proposer's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld.

8.8 Non-Discrimination

No discrimination shall be made in the employment of persons working on behalf of or as an agent for the City of Inglewood because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender identity, gender expression, age, sexual orientation, or military and veteran status or any other legally protected class except as provided in Section 12940 of the Government Code, and every vendor for the City of Inglewood violating this section is subject to all the penalties imposed for a violation of this chapter (California State Labor Code §1735: Discrimination in Employment Because of Race, Color, etc.).

8.9 Award of Contract

Evaluations will be based upon evaluation criteria defined herein listed in this document under Section 6.0 EVALUATION AND SELECTION PROCESS. The City may select a limited number of consultants for in-person interviews before awarding a contract to the successful Proposer.

8.10 Execution of Agreement

A Proposer to whom award is made shall furnish all services in accordance with the provisions hereof and within the time stated in the proposal. If a Proposer to whom an award is made fails or refuses to enter into the contract as herein provided or to conform to any of the stipulated requirements in connection therewith, an award may be made to the Proposer whose proposal is next most acceptable to the City. Such Proposer shall fulfill every stipulation embraced herein as if he/she were the party to whom the first award was made. A corporation to which an award is made will be required, before the contract is finally executed, to furnish evidence of its corporate existence and of its rights to conduct business in the state of California.

8.11 Termination of Agreement

The City may terminate the contract at its own discretion or when conditions encountered make it impossible or impracticable to proceed, or when the City is prevented from proceeding with the contract by law, or by official action of a public authority.

8.12 Right of City to Withhold Payment

The City may withhold or nullify the whole or any part of any payment due the vendor to such extent as may reasonably be necessary to protect the City from loss as a result of:

1. Defective materials not remedied in accordance with provisions of specifications
2. Claims or liens filed or reasonable evidence indicating probable filing of claims or liens
3. Whenever the City shall, in accordance herewith, withhold any monies otherwise due the vendor, written notice of the amount withheld, and the reasons therefore shall be given the vendor, and, when the vendor shall remove the grounds for such withholding, the City will pay to the vendor, within 35 calendar days, the amount so withheld

8.13 Cost of Proposal

The Proposer must present a concise list of the scope of services and the work products that the firm proposes to provide. Expenses such as travel, postage, reproduction and related costs necessarily incurred by Proposer are to be reflected. Such expenses will not be eligible for reimbursement unless approved by the City in advance. Any costs incurred by Contractor which are not specifically provided for herein shall be the sole expense of the Contractor. Any omissions or ambiguities will be construed most favorable to the City.

8.14 Duration of Agreement

The duration of the agreement shall be for a term of five (5) years, with two (2) possible extensions of two (2) years each based on performance, of up to a total of nine (9) years.

8.15 Choice of Law/Venue

This agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles, Superior Court, Southwest District, located at 825 Maple Avenue, Torrance California 90503-5058. In the event of litigation in the United States District Court, venue shall lie exclusively in the Central District of California, in Los Angeles, California.

8.16 Addendums (Revisions to the RFP and/or Responses to Questions and Comments)

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by Addendum. Any Addendum will become part of this RFP and part of any contract awarded as a result of this RFP. Any questions submitted after the pre-proposal conference will be addressed and the answers will be posted online. All addenda and responses will be posted on the City of Inglewood website.

8.17 Proposal Preparation Costs

The Proposer shall pay for all costs associated with a proposal preparation. The City shall not pay for or reimburse any costs relating to the proposal preparation.

9.0 APPENDICES AND ATTACHMENTS

Appendix A: Instructions to Proposers

Appendix B: Designation of Subcontractors

Appendix C: References Template

Appendix D: Declaration for the Proposer

Appendix E: Extension of Contract to Other Public Agencies

Appendix F: Non-Collusion Declaration

Appendix G: No Proposal Form

Appendix H: Potential Remote Parking Lot Providers and Transit Agency Resources

Appendix I: List of Parking Areas

Attachment 1: Questions and Answers from Draft RFP Comment Period

APPENDIX A: INSTRUCTIONS TO PROPOSERS

Before submitting your proposal, have you properly completed the following? ✓

1. PROPOSAL

Have you responded to the proposed scope of services? _____

Have you submitted all requirements per this Request for Proposals? _____

Are Proposal materials and financial statements prepared and submitted as requested? _____

Is Proposal properly signed and dated? _____

2. CONTRACT COMPLIANCE

Have you completed the non-collusion affidavit? _____

Is the non-collusion affidavit properly signed by a Company Officer? _____

Have you examined, and do you understand the requirements and submittals to be furnished on the project? _____

3. BUSINESS TAX CERTIFICATE

Are you aware of Inglewood Business Tax Certificate? _____

4. REFERENCE LIST

Have you completed the Reference List? _____

5. DESIGNATION OF SUBCONTRACTORS

Have you listed all subcontractors (if applicable)? _____

6. APPENDICES

Have you reviewed the Appendices section and completed all forms? _____

APPENDIX B: DESIGNATION OF SUBCONTRACTORS

In compliance with the Subletting and Subcontracting Fair Practices Act (commencing at Section 4100 of the Public Contract Code) and any amendments thereof, each quote shall set forth below: (a) the name and location of the place of business of each subcontractor who will perform work labor, and or render service to the vendor in or about the construction of the work or improvement to be performed under this contract in an amount in excess of one-half of one percent of the vendor's total quotation, and (b) the portion of the work which will be done by each subcontractor under this act. The vendor shall list only one subcontractor for each such portion as is defined by the vendor in this quotation.

If a vendor fails to specify a subcontractor or if a vendor specifies more than one subcontractor for the same portion of work to be performed under the contract in excess of one-half of one percent of the vendor's total quotation, the vendor shall be deemed to have agreed that he/she is fully qualified and will perform that portion themselves.

No vendor whose quotation is accepted shall (a) substitute any subcontractor, (b) permit any subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original quotation, or (c) subcontract any portion of the work in excess of one-half of one percent of the vendor's total quotation as to which his/her original quotation did not designate a subcontractor, except as authorized in the Subletting and Subcontracting Fair Practices Act. Subletting or subcontracting of any portion of the work in excess of one-half of one percent of the vendor's total quotation as to which no subcontractor was designated in the original quotation shall only be permitted in cases of public emergency or necessity, and then only after a finding reduced to writing as a public record of the authority awarding this contract setting forth the facts constituting the emergency or necessity.

Subcontractors and/or major equipment suppliers

Company/Subcontractor Name	Address & City	Type of Service	License No. (if applicable)

APPENDIX C: REFERENCES FOR WORK COMPLETED ON SIMILAR PROJECTS (Provide five (5) references using the format below)

Organization/Agency:	
Address:	
Contact Person:	
Phone:	
Email:	
Project Description:	
Project Budget:	
Project Dates:	
Scope of Work Provided by the Proposer:	
Relevant Project Materials, Web Links, Press Links:	

Organization/Agency:	
Address:	
Contact Person:	
Phone:	
Email:	
Project Description:	
Project Budget:	
Project Dates:	
Scope of Work Provided by the Proposer:	
Relevant Project Materials, Web Links, Press Links:	

APPENDIX D: DECLARATION FOR THE PROPOSER

I declare, under penalty of perjury under the laws of the State of California, that I am an authorized agent or officer of the entity submitting this proposal and, in such capacity, I am empowered to submit this proposal on behalf of (entity):

Proposer/Operator Firm

I also verify that all information submitted and contained herein is true and correct to the best of my knowledge and belief.

BY:

Signature

Printed Name

Position/Title

Date of Execution

APPENDIX E: EXTENSION OF CONTRACT TO OTHER PUBLIC AGENCIES

The prices, terms and conditions of this proposal may be extended to other governmental agencies at the mutual agreement of both the City and the vendor. All requirements of the specifications, purchase orders, invoices, and payments with other agencies would be directly with the successful proposer. The City of Inglewood does not warrant any additional use of the contract by such agencies. The proposer's response as requested below will no way affect the City of Inglewood's consideration of this proposal.

Please indicate if this proposal will be extended to other public agencies, and the length of time it will remain in effect from the opening date of this quote.

Yes: _____ No: _____ Length of Time: _____ Days /Months

APPENDIX F: NON-COLLUSION DECLARATION

The undersigned hereby declares and says:

That he/she has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive proposal offered in connection with the contract described below.

(Full description of contract):

I declare, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct to the best of my knowledge.

Executed at _____, California, on

(Month & Date) _____, 20_____.

Signature of Officer or Authorized Agent

Print Name and Title of Officer or Authorized Agent

APPENDIX G: NO PROPOSAL FORM

To all Proposers:

If you do not intend to submit a proposal for this project, please indicate below and return this form to the purchasing division of the city of Inglewood.

_____ The firm cannot supply the services as specified, please change the classification of our firm to the following:

_____ The firm below cannot submit a proposal at this time because of the following:

_____ The firm below is not interested in being on the city of Inglewood vendor list, please remove our name.

RFP Number: _____

Name of Firm: _____

Address: _____

Phone: _____

Name of Individual: _____

Signature: _____

Date: _____

APPENDIX H: POTENTIAL REMOTE PARKING LOT PROVIDERS AND TRANSIT AGENCIES

Potential Remote Parking Lot Providers:

Note: This list is illustrative and represents the targeted, available parking supply within a reasonable distance from the City of Inglewood and its Entertainment District.

1. **Gateway to Los Angeles Business Improvement District (BID)** – Laurie Hughes, Executive Director, Gateway to LA, (310) 216-7328, lhughes@gatewaytola.org
 - Wally Park
 - The Parking Spot
 - Airport Center
 - Easy Park
 - QuikPark LAX
 - Park Air Express
2. **Wateridge Office Park** – Stephen Lindgren, Vice President of Western Region, Lincoln Properties, (213) 542-8253, slindgren@lpc.com
3. **Los Angeles Southwest College** – Dan Hall, Vice President, Administrative Services, halldb@lasc.edu
4. **Hawthorne Plaza Mall** – Stacey Brenner, Principal, Brenner Consulting Group, (818) 970-5710, stacey@brennerconsultinggroup.com
5. **El Camino College** – Brian Fahnestock, Vice President Administrative Services, (310) 660-3593 ext 3107, bfahnestock@elcamino.edu
6. **Howard Hughes Center** – Diego Bolivar, Facility Manager, SP+ Parking, (310) 417-4623, dbolivar@spplus.com

Transit Agencies:

Proposers are encouraged to explore parking and shuttle service options and to collaborate with area transit agencies, including but not limited to those listed below.

1. **Culver City** – Diana Chang, Transportation Manager, diana.change@culvercity.org
2. **City of Gardena** – Ernie Crespo, GM/Transit Director, ecrespo@gardenabus.com
3. **City of Lawndale** – Mike Estes, Director of Community Services, mestes@lawndalecity.org
4. **City of Long Beach** – Shirley Hsiao, Service Planner, shsiao@lbtransit.com
5. **Los Angeles County Metro** – Scott Greene, Transportation Planning Manager, greenes@metro.net
6. **City of Redondo Beach** – Joyce Rooney, Transit Operations and Transportation Facilities Manager, joyce.rooney@redondo.org

APPENDIX I

LIST OF PARKING AREAS

No.	Facility	Location	Parking Spaces
City of Inglewood			
1	Casino	3883 Century Blvd	1,670
2	Church	546 Florence Ave	350
3	Church	9550 Crenshaw Blvd	160
4	Church	425 La Brea Ave	100
5	Church	3947 104th St	100
6	Church	333 Florence Ave	100
7	Church	3141 Manchester Blvd	80
8	Church	321 Eucalyptus Ave	80
9	Church	102 Kelso St	60
10	Church	400 Centinela Ave	50
11	Inglewood City Hall	1 Manchester Blvd	500
12	Inglewood City Lot	1170 Maple St	200
13	Inglewood Courthouse	1 Regent St	300
14	Medical	555 Hardy St	1,390
15	Medical	323 Prairie Ave	520
16	Office	9800 La Cienega Blvd	780
17	Office	170 Market St	300
18	Office	10101 Mansel Ave	150
19	Office	100 Nutwood St	100
20	Public Parking	3363 Manchester Blvd	100
21	Retail	3419 Century Blvd	2,450
22	Retail	3903 Century Blvd	2,000
23	Retail	3340 W Century Blvd	1,450
24	Retail	2900 Imperial Hwy	1,000
25	Retail	3560 Century Blvd	830
26	Retail	3150 Imperial Hwy	500
27	Retail	500 Manchester Blvd	350
28	Retail	230 Market St	300
29	Retail	3150 Imperial Hwy	300
30	Retail	1002 Maple St	160
31	Retail	209 Arbor Vitae St	150
32	Retail	10801 Prairie Ave	150
33	Retail	10100 Crenshaw Blvd	150
34	Retail	3003 Manchester Blvd	100
35	Retail	10508 Prairie Ave	80
36	School	10500 Yukon Ave	300
37	School	155 Kelso St	130
38	School	401 Inglewood Ave	120
39	School	901 Maple St	100
40	School	10935 Spinning Ave	100
41	School	701 Grace Ave	80
42	School	10417 Felton Ave	70
43	School	120 Regent St	60
44	School	430 Venice Way	50
45	School	3600 Imperial Hwy	50
46	Vacant	3160 84th Pl	220
47	Vacant	328 Inglewood Ave	100
City of Los Angeles			
48	Church	1842 108th St	90
49	Church	9505 Haas Ave	70
50	Office	10139 La Cienega Blvd	1,050
51	Public Parking	2105 74th St	70
52	School	1850 96th St	50
City of Hawthorne			
53	Church	4580 115th St	60
54	Retail	2851 120th St	380
Lennox (LA County)			
55	Retail	10819 Hawthorne Blvd	100
56	School	10319 Firmona Ave	200
57	School	11050 Larch Ave	130
58	School	4125 105th St	100
59	School	11033 Buford Ave	100
LA Metro			
60	Metro Parking: Crenshaw Station	11901 Crenshaw Blvd	500
61	Metro Parking: Hawthorne Station	11191 Larch Avenue	600

* Total parking spaces: 21,940

[1] Parking spaces within 0.5 mile of the Stadium: 6,120

[2] Parking spaces within 0.5-1 mile of the Stadium: 5,870

[3] Parking spaces within 1-1.5 miles of the Stadium: 5,220

[4] Parking spaces within 1.5-2 miles of the Stadium: 4,730

ATTACHMENT 1: RFP QUESTIONS AND RESPONSES

Development, Operation and Management of City Parking Assets, Remote Parking Facilities and Shuttle Vehicle Services to Support the City of Inglewood Transportation Management and Operations Plan for the City's Sports and Entertainment District

#	Question	Response
1	How many event days per year are estimated?	Estimated 20 NFL game days Estimated 15 small to medium sized Los Angeles Stadium and Entertainment District (LASED) events.
2	What is the minimum number of passengers each shuttle bus must accommodate?	Goal is to maximize capacity; Transit Plaza is expected to accommodate 45' buses (46 seats), 60' buses (57 seats), and 40' buses (38-40 seats).
3	Will every shuttle bus be required to transport ADA passengers?	Proposals must meet ADA accessibility requirements and at least one ADA compliant shuttle must be made available, within a reasonable amount of time, during shuttle operation hours.
4	Will the City provide the funds necessary to lease offsite facilities or establish a budget for the operator to pursue offsite spaces?	No. See Section 5.7 of the RFP.
5	Have the offsite facilities identified in the RFP already agreed to participate in the parking program?	No. See Section 3.1 of the RFP.
6	Will the City of Inglewood reserve the right to separate and choose the best "3.4 Centralized Parking Reservation System" proposed by the RFP respondents?	No.
7	Will the City of Inglewood reserve the right to separate and choose the best "3.7 Communications, Advertising and Marketing Plan" proposed by the RFP respondents?	No.

ATTACHMENT 1: RFP QUESTIONS AND RESPONSES

8	Regarding the requirement that proposal responses not conflict with existing City agreements (Pg. 9), can you disclose which facilities are under such agreements and the nature/scope of each?	Civic Center Garage, Locust Street Garage, and Senior Center Garage are managed by L&R Group of Companies (Joe's Auto Parks) and are under agreement through spring 2021; other City owned lots are managed in-house, of which approximately 80 spaces are permitted to local businesses and school staff.
9	Are the ownerships of the listed properties (Pg. 10, 2.3) already aware of potential use of their facilities for the proposed use on game days?	Yes. Potential satellite parking lot owners and managers within the region have been approached about their interest and/or ability to provide parking during LASED events.
10	Have there been any discussions with private property owners regarding available parking supplies, lease terms, rates, etc. on game days?	Yes. Private parking lot owners and managers within two miles of the LASED project have been surveyed about their interest and/or ability to provide parking services during LASED events.
11	If any of the identified remote lots do not meet desired safety requirements, such as security lighting, cameras, etc., will the City subsidize such installations and are these implementation costs to be included as part of this proposal (Pg. 11, 3.1)?	No. See Section 3.1 of the RFP.
12	Can a sample use agreement or lease be provided as an attachment to the final RFP for the potential privately owned parking facilities?	No. See Section 3.1; selected Proposers will draft and execute leases based on their City-approved negotiated terms with privately owned parking facilities.
13	Can you provide a list of parking lot operators associated with all City-owned lots (Pg. 11, 3.2)?	1. L&R (operations management of the Civic Center Garage, Senior Center Garage, and Locust Street Garage) 2. Serco (parking enforcement)

ATTACHMENT 1: RFP QUESTIONS AND RESPONSES

14	Regarding the proposed Transit Plaza, are there any preliminary plans that can be provided as part of the final RFP (Pg. 12, 3.5)?	Yes. The Transit Plaza is currently in the preliminary design phase.
15	For proposal clarity and eventual ease of evaluation, will the City provide a template/format for the financial proposal?	No. See Section 5.7 of the RFP.
16	Will the City entertain a mutual termination contract for both parties?	Yes. 30 days' notice if termination is initiated by the City, and 90 days' notice if the termination is initiated by the selected Proposer.
17a	Will we [selected proposer] be responsible for the contracts for satellite lots (page 5) or will that agreement be directly with the city?	Parking agreements with privately owned satellite and offsite parking facilities will be executed between the selected Proposer and the facility owner/manager. See Section 3.1 of the RFP.
17b	If not, will the City reimburse the operator for any long-term terms negotiated if the City should cancel contract before the term?	Yes.
18	Will there be a parking office available for operator?	No, not currently. However, the City will consider providing the selected Proposer with office space.
19	For the shuttles/buses – if the contract is terminated before 5 years will the city pay for any unamortized costs of shuttles/buses?	No.
20	To develop a parking management system that is full cost recovery, will the shuttle trips have a cost to the user?	Selected Proposers are asked to develop a financial plan that seeks to achieve full cost recovery. Accordingly, it is anticipated that proposals may include a cost to the user.

ATTACHMENT 1: RFP QUESTIONS AND RESPONSES

21	For the Centralized Parking Reservation System – will this in any way tie to the stadium? OR is this an independent City Run system?	The RFP is currently for an independently operated City of Inglewood system. The City will work in close cooperation and coordination with the Stadium development and operations team. Therefore it is anticipated that the selected Proposer's reservation system may be integrated into a LASED reservation system.
22	Is there a contract to review in advance of the proposal?	The City can provide a copy of their standard contract to Proposers who request it.
23	Does the city of Inglewood plan to incorporate DBE goals for the Parking and Shuttle Services RFP-0125? if Yes, what would be the percentage?	Disadvantaged Business Enterprise (DBE) certification is not required, however, the City encourages all qualified proposers, and in particular local companies to submit their proposals.