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REQUEST FOR PROPOSALS

FOR

PARKING ENFORCEMENT SERVICES

AT

NEW YORK CITY HOUSING AUTHORITY
LOCATIONS

Solicited By:
LAZ Parking
New York & New Jersey, LLC
333 West 39th Street Suite 602
New York, NY 10018

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Section One: Introduction

LAZ Parking New York & New Jersey LLC

LAZ Parking is now accepting proposals for Parking Enforcement services at all New York City Housing Authority (“NYCHA”) locations across New York City.

LAZ offers opportunities for firms through a public solicitation known as a "Request for Proposals" (RFP). LAZ's objective in issuing an RFP is to publicly offer and promote specified competitive bids or proposals. The goal of the RFP process is to attract strong and viable proposals.

LAZ's selection criteria include the financial strength, demonstrated management expertise, business plan and track record of the Consultant, as well as the bid or offer. The RFP, therefore, requires the completion of an extensive application.

The *Contractor's Qualification Statement* (CQS) must be filled out completely; incomplete CQS forms will be returned and may disqualify a proposal.

Section Two: Request for Proposals-Rules & Regulations

The Property: This RFP booklet is accompanied by the *Scope of Services* to be performed at NYCHA locations.

Due Date: Each proposal must contain all Submission Documents described on the next page. The proposal must be delivered electronically to Rasha Hussein, LAZ Parking NY/NJ's Director of Operations/Claims & Safety on or before November 21st at 5PM, (the "Deadline") at which time they shall be opened in the presence of LAZ Parking or another authorized designee. Email subject must be addressed as follows and be sent to the following email address:

NYCHA LAZ Parking Enforcement Services
Rasha Hussein – Director of Operations/Claims & Safety
RHussein@LAZParking.com

Submission Requirements:

Proposals must include the following:

1. A complete *Contractor's Qualification Statement*.
 2. Fully-executed *Bid Guarantee*.
 3. A proposed Contract.
 4. A description of the method and schedule to provide security services.
 5. A proposal of the cost of the work.
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Proposal Bid: If the Consultant selected for an award fails to execute a signed contract on the basis of the terms submitted in the proposal, LAZ can cancel or withdraw the notice of award without further obligation.

Withdrawal Of Proposals: After the deadline, proposals shall be considered an offer and may not be withdrawn until at least 90 days after the deadline as specified.

Selection Criteria:

LAZ shall consider the following criteria in evaluating proposals:

1. **Business Experience:** Appropriateness will be evaluated on the basis of length of experience and areas and levels or responsibilities.
2. **Financial Qualifications:** The creditworthiness of the Consultant will be evaluated to assure LAZ that the Consultant can handle the scope of work in a timely manner.
3. **Cost of Providing Enforcement Services.** All escalation costs shall be included in the proposal.

Term of contract to be three (3) years with two (2) one-year renewable terms.

Conditions:

1. A confidentiality agreement will be required for receipt of all plans which shall remain the exclusive property of LAZ Parking/NYCHA.
2. Once submitted, a proposal becomes the property of LAZ and constitutes an offer by the Consultant that may not be revoked until the 90th day after the deadline, and thereafter only in writing. No proposal shall be deemed granted and no rights whatsoever shall accrue to the Consultant or any other person against LAZ or any affiliate or subsidiary thereof, nor shall there be deemed to be an executed contract for any project unless and until a fully executed contract is delivered to the consultant.
3. **Insurance:** Please see the section of this booklet entitled “Type of Insurance Required by the Successful Bidder” for all insurance requirements.
4. **Termination:** LAZ reserves the right to terminate the Contract.

Non-Discrimination:

LAZ will not discriminate against any person on the basis of race, creed, color, national origin, sex, age, handicap or marital status in accepting, reviewing, and evaluating proposals

Other Conditions:

LAZ reserves the right, without liability, to

1. Postpone the submission deadline,
2. Reject any and all proposals,
3. Negotiate all terms and conditions, including compensation and location, with any proposer,
4. Modify or withdraw this RFP or any property specified in it

at any time and without explanation, or

4. 5. Waive any requirement.

Section Three: Type of Insurance Required by the Successful Bidder

- I. **Insurance:** Consultant shall maintain, at its sole expense:
 - A. Workers' Compensation Insurance including Employer's Liability. Such insurance shall fully comply with the Worker's Compensation law(s) of the state(s) in which operations or work related to this Agreement is to be performed.
 - B. Commercial General Liability Insurance including Products/Completed Operations coverage and Contractual Liability coverage, with a Combined Single Limit of at least \$2,000,000 per Occurrence for Bodily Injury and Property Damage. Such insurance shall (1) be underwritten by insurers acceptable to LAZ; (2) name LAZ Parking New York/New Jersey LLC., New York City Housing Authority City and State of New York and their subsidiaries and their officers, directors and employees as additional insureds (the "Insured's") for the full policy limit; (3) provide for a waiver of subrogation with respect to any additional insured's; (4) specifically state the indemnification agreement of this contract is insured as a contractual obligation for the insurer; and (5) provide that the insurer shall give LAZ at least sixty (60) days advance written notice, by certified mail, return receipt requested, of any adverse change, or any cancellation or non-renewal of such insurance and that any adverse change, cancellation or non-renewal shall not apply to the interest of the additional insured for sixty (60) days following receipt of such notice.
 - C. Automobile Liability Insurance with a Combined Single Limit of at least \$1,000,000 per occurrence for bodily Injury and Property Damage. Such insurance shall be (1) underwritten by insurers acceptable to LAZ; (2) name the Insured; (3) apply to any automobile; and (4) provide that the insurer will provide LAZ with at least sixty (60) days advance written notice, by certified mail, return receipt requested, of any cancellation or non-renewal of such insurance. Such notice to be given by certified mail, return receipt requested to the address herein below set forth.

The Consultant will provide LAZ with a Certificate of Insurance evidencing the maintenance of the insurance required above. The Certificate of Insurance shall (1) show the total limit of liability of all policies; (2) reference this contract on the Certificate of Insurance; and (3) be signed by an authorized representative of the insurance carrier.

NOTIFICATION LIST OF CERTIFICATE OF INSURANCE POLICY

II. Notice: Any notice to be served pursuant to this contract shall be delivered by either (i) electronic mail, (ii) personal delivery, or (iii) U.S. Certified Mail, Receipt Requested, postage pre-paid, addressed as follows:

If Electronic Mail:

Rasha Hussein
Director of Operations/Claims & Safety
LAZ Parking NY/NJ
RHussein@LAZParking.com

If Personal Delivery/Certified Mail:

LAZ Parking New York/New Jersey LLC.
333 West 39th Street Suite 602
New York, NY 10018
Attn: Rasha Hussein, Director of Operations/Claims & Safety

With a copy to:

LAZ Parking LLC.
15 Lewis Street, 5th Floor
Hartford, CT 06103
Attn: Henry Pierz, Deputy Treasurer

Section Four: Contractor's Qualification Statement

SUBMITTED TO:

SUBMITTED BY:

Firm: _____

Address: _____

City: _____

State: _____

PROJECT: _____

Zip: _____

Phone: _____

HAS FIRM EVER WORKED FOR THIS OWNER ON OTHER PROJECTS? Yes No

TYPE OF FIRM:

- Corporation Partnership Individual Other (provide explanation)
 Closed Shop Open Shop Minority Business Enterprise
 Woman Owned Business Enterprise

Type of MBEWBE certification: _____

If your organization is a corporation, answer the following:

Date of incorporation: _____

State of incorporation: _____

President's name: _____

Vice-president's name(s): _____

Secretary's name: _____

Treasurer's name: _____

If your organization is a partnership, answer the following:

Date of organization: _____

Type of partnership (if applicable): _____

Name(s) of general partner(s): _____

If your organization is individually owned, answer the following:

Date of organization: _____

Name of Owner: _____

Years in business as Contractor under present firm name: _____

Under what other or former names has your organization operated?

Number of Employees: _____ Office: _____ Field: _____

TYPE OF WORK:

Structural Restoration Masonry Restoration

Waterproofing/Roofing
General Construction

Other

(Please specify)

PROJECT MANAGERS, FIELD SUPERINTENDENTS AND ENFORCEMENT EXPERIENCE:

Name: Title Yrs w/ Firm Yrs Experience

(use explanations section for additional space if needed)

OFFICERS, PARTNERS OR OWNERS AND ENFORCEMENT EXPERIENCE:

Name: Title Yrs w/ Firm Yrs Experience

FIVE LARGEST ENFORCEMENT PROJECTS COMPLETED IN LAST FIVE YEARS:

Project Owner's Representative & Phone Number Contract Amount

\$
\$
\$
\$
\$

FIVE LARGEST PROJECTS COMPLETED IN LAST FIVE YEARS:

Project Owner's Representative & Phone Number Contract Amount

\$
\$
\$
\$
\$

Average annual billing for last five years: \$

Last year's billing: \$

Last year's billing for enforcement: \$ _____

Average annual billing for enforcement: \$ _____

MAJOR PROJECTS UNDER CONTRACT:

Project	% Complete & Completion Date	Arch/Engr	Contract Amount
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
Total projects under contract: (including those not listed above)			\$ _____

CURRENT PROJECTS ON WHICH FIRM IS A CANDIDATE FOR CONTRACT AWARD:

HAS FIRM EVER FAILED TO COMPLETE A CONTRACT? Yes No

HAS ANY OFFICER, PARTNER OR OWNER OF FIRM EVER BEEN AN OFFICER, PARTNER OR OWNER OF ANOTHER FIRM WHEN IT FAILED TO COMPLETE A CONTRACT? Yes No

HAS FIRM HAD ANY SUB-CONTRACTOR FAIL TO COMPLETE A CONTRACT IN LAST FIVE YEARS? Yes No

ARE THERE ANY JUDGMENTS, CLAIMS, ARBITRATION PROCEEDING OR SUITS PENDING OR OUTSTANDING AGAINST FIRM OR ITS OFFICERS? Yes No

HAS FIRM BEEN A PARTY TO ANY LAWSUITS IN LAST FIVE YEARS? Yes No

(if answer to any of above questions is yes, provide explanation)

REFERENCES:

Banks:	Account Numbers:
_____	_____
_____	_____
_____	_____

Agent Phone Number

Insurance Company: _____

Bonding Company: _____

Suppliers: _____

Other: _____

FINANCIAL STATEMENT:

C.P.A. Firm: _____

Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items: assets, debts, and unencumbered net worth.

Is the attached financial statement for the identical organization named on page one?

Yes No

If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsubsidiary).

THE ANSWERS TO THE FOREGOING QUESTIONS AND ALL STATEMENTS HEREIN CONTAINED ARE TRUE AND CORRECT

Firm: _____

By: _____

Signature: _____

Title: _____

Date: _____

(corporate seal)

Attest: _____

EXPLANATIONS: _____

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Bidder's Qualifications.

State of _____ County of _____

_____ Being duly sworn deposes and says that he is

of _____ and that the answers to the foregoing questions and all statements therein are true and correct.

Subscribed and sworn to before me this _____ day of _____, 20____.

(Notary Public)

My commission expires: _____

Bid Guarantee

The information in this proposal is correct to the best information, knowledge and belief of the undersigned.

Contractor

Signature

Title

Witness

Address

State of _____, County of _____.

On this _____ day of _____, 20__ before me personally known who did depose and say that he_of
, The Corporation/Partnership/Individual described in and which executed the foregoing instrument and
that such instrument is duly on behalf of

Notary Public

Section Five: Scope of Services to Provide Parking Enforcement Services for NYCHA Parking Locations

I. Introduction and Project Objective

The New York City Housing Authority (NYCHA), the largest public housing authority in North America, was created in 1935 to provide decent, affordable housing for low- and moderate-income New Yorkers. NYCHA is home to 1 in 17 New Yorkers, providing affordable housing to 528,105 authorized residents through public housing and Permanent Affordability Commitment Together (PACT) programs as well as Section 8 housing. NYCHA has 177,569 apartments in 2,411 buildings across 335 conventional public housing and PACT developments. In addition, NYCHA connects residents to critical programs and services from external and internal partners, with a focus on economic opportunity, youth, seniors, and social services. With a housing stock that spans all five boroughs, NYCHA is a city within a city.

LAZ Parking is requesting proposals for parking enforcement services from recognized enforcement agencies (the “Provider”). Enforcement of NYCHA parking locations (“Locations.”) will occur seven (7) days per week, three hundred and sixty five (365) days per year including holidays and weekends. Provider will need to allocate at least two hundred (200) hours per week broken into three (3) shifts per day, totaling ten thousand four hundred (10,400) hours per year. As part of the RFP process, submitting parties shall include their proposed staffing schedule along with hourly rates for all agents to be deployed during scope of services.

The Provider will be expected to provide operational support through upholding and enforcing the local parking ordinances while assisting customers with parking needs. The Parking Enforcement Agents deployed by the Provider will accurately key vehicle license plates utilizing a Handheld Ticket Issuance System to issue parking citations.

II. Facilities

The Locations where services are to be provided are located at all NYCHA parking facilities throughout the New York City area, including Manhattan, Brooklyn, Queens, The Bronx, and Staten Island.

III. Scope of work

The minimum service requirements are as follows for all Parking Enforcement Agents deployed by the Provider:

- Must have valid driver's license and have at least one (1) year of licensed driving experience.
- A clean driving record.
- Reliable transportation to and from work.

Service responsibilities and expectations for the Provider selected:

- Monitor NYCHA parking lots for non-permitted vehicles in violation of parking ordinances by following an assigned route.
- Issue enforcement by means of booting and towing vehicles in violation of NYCHA permitting and parking rules
- Upload handheld computer to obtain current information required for work on a daily basis.

- Screen for parking placards and permits for within approved areas.
- Resolve customer complaints in accordance with policies and procedures.
- Maintain and care for all company issued equipment.
- Assist with any special assignments and projects as requested.
- Other related duties as assigned.

The Provider shall utilize enforcement agents with the following experience and skillset:

- Minimum of 6 months of outdoor work experience is required
- General knowledge of streets and directions is required.
- Ability to mitigate and lead others to overcome challenges.
- Ability to work independently and multi-task.
- Ability to interpret policies, procedures, and standard business practices.
- Demonstrate a sense of urgency and timeliness.
- Must be open to feedback, differing opinions and other points of view.
- Ability to handle challenging and at times, emotionally charged situations.
- Ability to speak, read, and comprehend the English language.
- Must be able to make decisions independently and stay firm on decisions made (not easily persuaded).

Enforcement agents utilized by the Provider for the scope of service should be able to meet the following Physical Demands required:

- Willingness to work in the elements - heat, wind, snow, rain, etc.
- Ability to lift, push and pull at least 25 pounds.
- Ability to stand, walk and run for extended periods of time (95-100% of shift) - no sitting is allowed.
- Ability bend, stoop, squat and lift frequently throughout a shift.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential duties/functions.

FLSA Status: Non-Exempt

IV. Special Instructions

The contract for parking enforcement services is expected to be awarded within four (4) weeks of the deadline for proposal submissions. There may or may not be interviews scheduled after receipt of proposals and the lowest bidder will not necessarily be awarded the contract. The contract will be cancellable for default with a thirty (30) day cure period and must be assignable to any future operator of the Garage without additional charge for changes in certificates of insurance or other administrative matters.