Oregon TECH
Procurement & Contract Services

Klamath Falls:
3201 Campus Drive
Klamath Falls, OR 97601

Portland-Metro
27500 SW Parkway Avenue
Wilsonville, OR 97070

REQUEST FOR PROPOSALS #2024-08
PARKING MANAGEMENT SYSTEM
RESPONSE TO CLARIFYING QUESTIONS I
November 25, 2024

Note that these are questions submitted by interested firms to this solicitation. The below answers are for clarification purposes only and in no way alter or amend the solicitation as published.

1. **QUESTION:** Where can proposers find the university's current vehicle regulations and parking information?

   ANSWER: Please see the following website for Oregon Tech's 2024-2025 Vehicle Regulations & Parking Information issued by Campus Safety: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.oit.edu/sites/default/files/2024/documents/2024-25%20Klamath%20Falls%20Vehicle%20Regulations%20%26%20Parking%20Information.pdf

2. **QUESTION:** How many back-office users would need to access the Parking Management System simultaneously? This would be for customer service representatives, report running, processing ticket/permit payments, processing ticket appeals, etc.)?

   ANSWER: Six (6).

3. **QUESTION:** How many enforcement apps and printer ensembles would be needed? This is usually the maximum number of enforcement officers on shift at the same time.

   ANSWER: Three (3).

4. **QUESTION:** Does the university plan to be merchant of record? Or is the vendor expected to be the merchant of record?

   ANSWER: Oregon Tech prefers that the vendor to be the merchant of record.

5. **QUESTION:** Do you need fully integrated credit card readers for over-the-counter transactions?

   ANSWER: With the assumption that the vendor acts as the merchant of record (see Question 4 and Answer above), the university's Cashier's Office would no longer take payments for parking, and in such circumstances, the university would not need fully integrate credit card readers for over-the-counter transactions.

6. **QUESTION:** How many vehicles would you want to outfit with License Plate Recognition?

    ANSWER: One (1), as an option.

7. **QUESTION:** Regarding 2.3 Appeals - Hidden Identifying Information: System must hide identifying information from jurors during appeals. What type of identifying information should be restricted?

    ANSWER: Personally identifiable information of permit holders should be restricted. Jurors assigned to an appeal should also remain anonymous.

8. **QUESTION:** Regarding 2.3 Appeals - Juror Verdict Management: Jurors must have specified access to verdict menus with automated response to appellants.

    Could Oregon please provide more information around this requirement? Is the expectation that only one of the jurors is applying the results towards the appeal or is the expectation is that all the members of the jurors group going to apply the results? If this is the case, then how many jurors are involved and what happens if each juror had a different response for the single appeal record?

    ANSWER: Three (3) jurors are assigned from the members of our traffic commission with their unanimous decision as the final verdict.

9. **QUESTION:** Can you provide some details about the number of permits sold in fiscal year 2022 and 2023?

    ANSWER: Please see attached document "Response to Clarifying Questions I – Permits 2022, 2023, 2024," attached hereto and incorporated herein as **Exhibit A**.

10. **QUESTION:** Could you share a breakdown of the permit types and associated costs (E.g. Student, Faculty, Semester, Annual, etc.)

    ANSWER: Please reference **Exhibit A**.

11. **QUESTION:** Are there any free permits or special event permits in your permit program, considered in the scope of this RFP? If so, what type, how many?

    ANSWER: There are no free permits or special event permits at this time, but Oregon Tech would be interested in implementing this in the future.

12. **QUESTION:** What was last year and/or 2022 Parking Revenue, broken down by source type if possible?

    ANSWER: Please reference **Exhibit A**.

13. **QUESTION:** How many tickets are issued annually at the campus? Could you share a breakdown of the citations issued?

ANSWER: Please reference **<u>Exhibit A</u>** for revenue for citations for 2023 and 2024. Breakdown of the citations issued by type is not available.

End of Response to Clarifying Questions I

EXHIBIT A

RESPONSE TO CLARIFYING QUESTIONS I – PERMITS 2022, 2023, 2024.

[Please see attached.]

Permit Type	AR Detail Code	Year	Cost	Count	Est. Revenue	Year	Cost	Count	Est. Revenue	Year	Cost	Count	Est. Revenue
Annual Permit (Employee, Adjunct)	PKAD	202201	67	17	1139	202301	67	26	1742	202401	67	20	1340
Annual Permit (Employee, Discount Lot Q)	PKEQ		N/A				N/A				189.5	3	568.5
Annual Permit (Employee, Discounted)	PKDA		165.3	30	4957.5		165.3	24	3966		165.3	20	3305
Annual Permit (Employee, Emeritus)	PAID		0	7	0		0	10	0		0	10	0
Annual Permit (Employee, Standard)	PKEA		223	262	58426		223	269	59987		223	261	58203
Annual Permit (Employee, Visitor)	PKVE		N/A				N/A				50	3	150
Annual Permit (OHSU Employee, Standard)	PKEA		223	6	1338		223	7	1561		223	9	2007
Annual Permit (Student, Campus Housing Discounted)	PKRQ		70.4	33	2323.2		70.4	19	1337.6		70.4	20	1408
Annual Permit (Student, Campus Housing)	PKRA		140.8	453	63759.75		140.8	428	60241		140.8	450	63337.5
Annual Permit (Student, Commuter)	PKST		140.8	812	114289		140.8	810	114007.5		140.8	804	113163
Annual Permit (Student, High School)	PKHS		34	14	476		34	23	782		34	3	102
Annual Permit (Student, Veteran	PKSV		N/A				N/A				119	21	2499
Single-Term (Employee, Adjunct)	PKAT	202201	22	9	198	202301	22	6	132	202401	22	14	308
Single-Term (Employee, Discounted)	PKDT		82.6	3	247.8		82.6	1	82.6		82.6	3	247.8
Single-Term (Employee, Standard)	PKET		112	7	784		112	3	336		112	2	224
Single-Term (OHSU Employee, Standard)	PKET		112	1	112		112	0			112	0	
Single-Term (Student, Campus Housing)	PKRT		71.4	6	428.4		71.4	13	928.2		71.4	16	1142.4
Single-Term (Student, Commuter)	PKSA		71.4	28	1999.2		71.4	43	3070.2		71.4	41	2927.4
Single-Term (Student, High School)	PKHT		11	1	11		11	1	11		11	1	11
Single-Term (Employee, Adjunct)	PKAT	202202	22	9	198	202302	22	3	66	202402			
Single-Term (Employee, Discounted)	PKDT		82.6	0			82.6	3	247.8				
Single-Term (Employee, Standard)	PKET		112	2	224		112	5	560				
Single-Term (OHSU Employee, Standard)	PKET		112	0			112	0					
Single-Term (Student, Campus Housing)	PKRT		71.4	5	357		71.4	5	560				
Single-Term (Student, Commuter)	PKSA		71.4	27	1927.8		71.4	35	2499				
Single-Term (Student, High School)	PKHT		11	0			11	2	22				
Single-Term (Employee, Adjunct)	PKAT	202203	22	8	176	202303	22	12	264	202403			
Single-Term (Employee, Discounted)	PKDT		82.6	0			82.6	3	247.8				
Single-Term (Employee, Standard)	PKET		112	2	224		112	7	784				
Single-Term (OHSU Employee, Standard)	PKET		112	0			112	0					
Single-Term (Student, Campus Housing)	PKRT		71.4	13	928.2		71.4	17	1213.8				
Single-Term (Student, Commuter)	PKSA		71.4	32	2284.8		71.4	35	2499				
Single-Term (Student, High School)	PKHT		11	1	11		11		0				
Single-Term (Employee, Adjunct)	PKAT	202204	22	2	44	202304	22	1	22	202404			
Single-Term (Employee, Discounted)	PKDT		N/A				N/A						
Single-Term (Employee, Standard)	PKET		112	4	448		112	3	336				
Single-Term (OHSU Employee, Standard)	PKET		112	0			112	0					
Single-Term (Student, Campus Housing)	PKRT		71.4	1	71.4		71.4	0	0				
Single-Term (Student, Commuter)	PKSA		71.4	8	571.2		71.4	12	856.8				
Single-Term (Student, High School)	PKHT		11	1	11		11						

Temporary/Visitor Per Day No Charge		202201	878		202301	1032		202401	970
		202202	742		202302	788			
		202203	1011		202303	889			
		202204	339		202304	291			
VIP non-expiring					202301	74		202401	101
					202302	8			
					202303	5			
					202304	0			

Parking Citation Revenue 2023: $67,035

Parking Citation Revenue 2024: $24,700