



**REQUEST FOR PROPOSALS
FOR AN
INTEGRATED PARKING ENFORCEMENT,
VIOLATIONS AND PERMIT MANAGEMENT SYSTEM**

ADDENDUM

City of Neenah

October 1, 2015

RFP Due Date: October 28, 2015

SUBMITTED QUESTIONS AND RESPONSES

Q: What is the current status of this program today? Does the City currently have a vendor or is the process provided in house?

A: The system is currently paper based. The processing is done in-house – there is no vendor at this time.

Q: Does the City have an annual budget for this project?

A: No pre-determined budget has been established for this project. Budget numbers will be established after the City receives vendor proposals.

Q: What was the City’s amount of issuance and outstanding debt for the last three years?

Year and issuance	# of outstanding citations	\$ value of outstanding citations
2015	1196	27,530.00
2014	1860	43,260.00
2013	1377	31,130.00
2012	1375	28,340.00

Q: Does the City anticipate that the citation processing will be entirely out-sourced?

A: The City prefers to have everything outsourced.

Q: How are citation payments currently deposited/processed? What bank is currently used for deposits? Is there an internet payment option?

A: Currently the payments for parking citations are receipted either at City Hall or Police. The payment is entered in our Cash Receipting system. We accept cash, money order, check, credit card, debit card or e-check payments. The payments are deposited in Associated Bank. There is an internet option to pay with a credit card or e-check. The customer pays a convenience fee for this option.

Q: Is the City open to the vendor depositing checks directly to the City’s account?

A: The City would not object to the funds being transferred to the City’s bank account electronically. A report detailing the deposit would be necessary for the transaction to be entered into the City’s cash system.

Q: How many late-payment letters does the City send on an annual basis? What does this process entail?

A: The City sends out approximately 3,200 late-payment letters per year (an example is attached). The City sends out two late-payment notices for each unpaid ticket before the citation goes to the DMV.

Q: Is there a conversion of data that would be required/how many citations would be included? What type of database or in what format will data be provided to convert?

A: Very little data conversion is anticipated. The current database is a simple Excel spreadsheet.

Q: Does the City currently use enforcement hardware and software?

A: No. The current system is paper-based with no hardware or back-end software.

Q: Does the City have specifications for hardware/software? Does the City have a quantity requirement?

A: The City prefers to have all required hardware and software included in the proposal. One vehicle mounted LPR hardware system, and two hand-held ticket writers/printers is anticipated.

Q: Does the City have an established relationship with the WI DMV to provide Registered Owner (RO) lookup and Holds/Releases that can facilitate these activities in the future?

A: Yes – the RO lookup is done by police.

Q: Does the City have a mechanism for retrieving out-of-state RO information that can continue to provide this information? If so, what is the method?

A: Yes – the police can look up RO out-of-state information, but there is no suspension of out of state plates.

Q: Can the City provide any more information on the expectations concerning or details around integrations with the listed systems?

A: SunGard Naviline: At this time the only integration that the City anticipates is with the SunGard Cash Receipting application. Currently an import/export process utilizing a .csv file is performed daily to accomplish this.

TiPSS: TiPSS (Titan Public Safety Solution) is the City's Municipal Court application. Currently there is not any integration, but that may change if the City decides that TiPSS Tax Intercept feature would be beneficial to increase collection. At that point discussions with TiPSS would have to occur to develop an action plan.

IMS-21: The City's document imaging solution has the ability to retain and display/view any documents in the following formats: .tiff, .jpeg and .pdf with the IMS-21 native viewer and other file type such as .doc(x), .xls(x), CAD drawings, etc., with the associated application installed on the workstation.

ArcGIS: With no identified needs and/or desires within the scope of the "Parking Management" solution that GIS would play an integral role, the City is requesting that file types common to ArcGIS be capable of being exported from the proposed solution for attribute data within GIS.

Q: How many parking tickets were issued in 2014?

A: 7,600.

Q: What is the City's range of fines?

A: The original fine is \$10.00. This doubles to \$20.00 after ten days and \$50.00 is added after three months. At this time, it is turned over to WI DOT for registration hold. NOTE: the City is considering going to a graduated fine structure one a computerized ticket writing system is in place.

Q: What was the revenue for parking tickets in 2014?

A: \$230,000. NOTE: This number does include both parking and traffic citation revenues. In 2014, approximately \$152,000 of this number represented parking citation revenues. At this time, the City will be focusing only on parking citations as it relates to the needed license plate-based parking enforcement and management system. However, the City does plan to review the need for this technology in traffic citation management and may utilize the selected vendor for this as well.

Q: Does the City of Neenah issue warning tickets?

A: At this time, the City does not issue warning tickets. NOTE: it is the intent of the City to convert to a graduated fine structure, with a possible warning only for the first violation per year.

Q: How many persons are assigned exclusively to issue parking tickets? How many locations does these persons report?

A: At this time, there is one FTE. The position reports to one location (City of Neenah Police Department).

Q: How many handheld ticket writers is the City interested in?

A: Two to three units is anticipated.

Q: How many people will need access to the parking management software?

A: The City anticipates needing one or two persons to have full access credentials. Limited access credentials will be needed by three or four more.

Q: Is there any requirement for same space or similar enforcement that utilizes a wheel imaging system? Please explain the enforcement rules.

A: The parking ordinance for free, two-hour on-street parking is based on zones and not individual spaces. For example, moving a vehicle from one space to another space in the same block is a violation. We suggest that you price this "wheel imaging" option out in your proposal and explain its benefits and/or advantages over a basic LPR system.

Q: The RFP calls for a real-time parking enforcement. Does the vehicle have a cell-based connection?

A: The City does not boot or tow, so true "24/7" real time is not imperative. However, a system that would connect and update periodically during the day would be desired. The City is prepared to provide whatever level of in-vehicle connectivity that is required for the system to operate efficiently.

Q: Is there any requirement for pay-by-plate (pay station or cell) enforcement?

A: The City does not have this policy at this time but future monetization of the parking system is a possibility.



NOTICE OF PAST DUE NON-MOVING TRAFFIC CITATION

CITATION NO. **307023**



Notice Date: **06/03/2015**

CORNELL, KRISTINE LEE
3419 S KERNAN AVENUE
APPLETON WI 54915

Final NOTICE

YOU HAVE FAILED TO PAY THE ORIGINAL AMOUNT OF \$10.00 FOR THIS PARKING VIOLATION WITHIN THE TIME LIMITS SET BY CITY ORDINANCE.

YOU NOW OWE **\$20.00** WHICH MUST BE PAID AT ONCE TO AVOID SUSPENSION OF VEHICLE REGISTRATION AND ADDITIONAL PENALTIES.

License No.	State	Expires	Make of Vehicle	Description of Violation
487SHF	WI	2015	FORD 2DR	Permit Only
Date Issued	Time Issued		Officer No.	Location of Violation
04/23/2015	11:49		060	MARKET PLACE LOT

IF PAID 13 DAYS AFTER NOTICE DATE THE AMOUNT DUE WILL BE \$70.00 AND THE FOLLOWING WILL APPLY:

This is to advise you that if you fail to pay this citation or appear in court in response to this citation within 14 days of this final notice the Police Department will proceed with one of the following actions:

1. Notification to the Department of Transportation which will result in the suspension of the registration of your vehicle involved or refusal of registration of any vehicle owned by you, or both.
2. Issuance of an arrest warrant pursuant to state statute 345.28(5).
3. Issuance of a summons requiring that you appear in court.

If any of the above actions are taken, you may be subject to additional assessment or court cost.

Payment Options:

In Person:-
City of Neenah Treasurer's Office
211 Walnut Street
Neenah WI 54956

or
Neenah Police Department
2111 Marathon Ave
Neenah WI 54956

By Mail:
City of Neenah Treasurer's Office
P O Box 426
Neenah WI 54957-0426

Online with Credit Card/E Check Payments
Visit www.ci.neenah.wi.us and select "Online Payments" in the left margin of the homepage.
There is a convenience fee per citation.

Please make checks payable to City of Neenah.

To Contest: Contact the Neenah Police Department at 920-886-6006.

PLEASE RETURN THIS NOTICE WITH PAYMENT