

**CITY OF FERNANDINA BEACH, FLORIDA  
ADDENDUM NO. 1  
RFP 25-05  
PARKING MANAGEMENT SERVICES**

City of Fernandina Beach  
204 Ash Street  
Fernandina Beach, FL 32034

**ADDENDUM No. 1**

The following changes are applicable to the original documents and specifications of **RFP 25-05**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the response submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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- Evaluation criteria change.

Criteria	Weight
Qualifications/Experience of Company	30
Performance Delivery Plan	30
References	20
Project Budget and Cost	20
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- In the cost proposal budgets, should vehicles, LPR units and any other items that would be considered capital expenditures be amortized over 36 months or 60 months? **All equipment should be purchased/maintained/owned by the Contractor. The City anticipates that the contract will have an initial period of three (3) years with two (2) options to renew at two (2) years each for a total of seven (7) years with a projected start date of October 1, 2025.**
- If the contract is not extended and there are still unamortized costs, will the city reimburse the operator? **Reimbursements will be determined during contract negotiations.**
- Who will own the vehicle, LPR unit, etc. at the end of the contract term, the City or the Contractor? **All equipment should be purchased/maintained/owned by the Contractor.**
- Please confirm what type of agreement the City is looking for. Is it a Rev Share or is it a management agreement with a fixed management fee plus reimbursable operating expenses? **Proposer should present the option that is in the best interest of the City.**
- Will there be available office space for the contractor to use? **The City will not provide office space; however, there is rentable office space available within the Downtown area.**
- If the contractor has to provide their own office space, does it have to be in a certain general location and available to the public for customer service? **There are no requirements for office space within this RFP.**
- Will there be available parking spaces for enforcement vehicles? **The City will assist in providing parking for enforcement vehicles.**
- Please confirm the City will be the Merchant of Record **Yes**
- Who is the City's preferred collections agency? **The vendor the City prefers is Contract Callers.**
- Can the City describe what type of DOT interface they are seeking with the selected Digital Enforcement system? Is an integration with the Florida Department of Highway

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Safety and Motor Vehicles for the purposes of registered owner lookups and registration holds sufficient? **The purpose of this interface is to be able to send parking citations to the registered address.**

- Would all 39,000 residents be eligible for a digital permit, which could allow for free parking for all Fernandina Beach residents? **The company should make a recommendation on annual permits that provides benefits (discounts) to residents.**
- We see the “3 Hours Parking” signs all across the city have been removed. Is it the City’s intent to introduce incremental rates instead of the 3-hours time limit? If so, do you have rates in mind that you would envision charging? We need to understand the rates in order to create a revenue proforma. **The 3-hr parking signs were removed because the City has no means to enforce. The company should provide a recommendation on hourly rates, annual permits, and parking times to the City.**



- Those signs reflected enforcement from 7am to 7pm. Does the City wish to keep this schedule and if so, is it for seven (7) days per week? If you envision another schedule can you please share it? **The 3-hr parking signs were removed because the City has no means to enforce. The company should provide a recommendation on parking times to the City.**
- The RFP states all revenues will be deposited in a City controlled account. Would the successful bidder have access to this account, along with the ability to make withdrawals to cover operating expenses? **The company will not have the ability to withdraw funds from a City account. It is anticipated that the City will receive net revenue deposits from the Company.**
- There is the mention of “kiosks” on page 6 of the RFP, Scope of Work. Kiosk usually refers to a multi-space meter that a parker would approach on foot, making payment for their parking session. Is it the City’s desire that the successful bidder mount these devices on certain block faces in the enforcement zone? And if these devices are

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desired, will the City purchase them or expect the successful bidder to make that purchase? **The company is responsible for supplying, installing, and maintaining kiosks if they are recommended by the proposer and agreed upon by the City.**

- Within the zone outlined in red and showing as Exhibit A, there are a number of surface lots. See signs below. It is our understanding that these lots will also be a part of the enforcement program, in addition to the on-street spaces and Marina Lots. Can you verify we are correct about this assumption? **Yes, these surfaces are part of the premium paid parking zone**



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- The new program will require informational signs to notify the public of the program and the new parking rates. This could mean the installation of 250 signs at a ratio of 1 every 3 spaces, for example. Will the City generate and install these signs? **The company will be responsible for supplying, installing, and maintaining all signage. The Downtown area is part of the City's Historic District and signage will need to be a coordinated effort with the City.**
- Would the City provide an office for the successful enforcement company or would the company have to rent office space? **The City will not provide office space; however, there is rentable office space available within the Downtown area.**
- Would the City be willing to bring 110 power to two (2) points in each of the Marina lots? This would be needed to power new technology on those locations. **There is 110v available in both parking lots**
- Can you please verify the financial statements are kept confidential throughout this process? **Under Florida Public Records Law the statements would become available once the bid is awarded. Banking information would be redacted. Please refer to Florida Statute (119.071, Sub 1, Sub B2)**