

REQUEST FOR PROPOSALS

Project Name **Parking Management Services**

Project Location **The Downtown Business District, Mobile, Alabama 36602**

Project Number **RFP 6056**

Notice is hereby given that the City of Mobile will receive sealed submittals for the above stated project on Wednesday, August 5, 2026, no later than 2:00pm in the City of Mobile Purchasing Department, located on the 4th Floor Government Plaza, Room 414, or sent by U. S. Postal Service, or another carrier, addressed to the City of Mobile Purchasing Department, 4th Floor South Tower, Room 414, 205 Government Street, Mobile, Alabama 36602 (or Purchasing Department, P.O. Box 1827, 36633-1827, if sent by regular mail via the U. S. Postal Service) no later than 2:00pm local time.

Questions regarding this solicitation should be directed to City of Mobile Purchasing Department through the Administrative Services Deputy Director at laurencej@cityofmobile.gov on or before 4:00 P.M. CST, July 22, 2026. Information in response to any inquiry may be published as a written addendum.

RFP documents may be obtained via the City's Procurement website located at:

www.cityofmobile.org/bids

From the time of advertising, and until the final award by completion of a signed contract or purchase document issued by the City, there is a prohibition on communication by respondents (or anyone on their behalf) with the City staff and elected officials regarding this request for proposals or qualifications. This does not apply to communications directly with the Procurement Department staff during authorized question periods, or with designated City staff during interviews, requests for clarification, and written contract negotiations. Breaking the established prohibition on communication, if proven, may result in a disqualification of your submittal.



July 5, 2026

**CITY OF MOBILE REQUEST FOR PROPOSALS
PARKING MANAGEMENT SERVICES**

CLOSING DAY AND TIME: Sealed submittals will be received not later than:

2:00 P.M. CST Wednesday, August 5, 2026

MARK PACKAGE:

**“PARKING MANAGEMENT SERVICES
CITY OF MOBILE RFP 6056”**

RETURN PACKAGE TO:

CITY OF MOBILE – PURCHASING DEPARTMENT

C/O JACOB LAURENCE
205 Government Street
4TH Floor, South Tower, Room 414
Mobile, AL 36633

Questions regarding this solicitation should be directed to City of Mobile Administrative Services Deputy Director at laurencej@cityofmobile.gov on or before 4:00 P.M. CST, July 22, 2026. Information in response to any inquiry may be published as a written addendum. The RFP and associated Addenda can be found on the City of Mobile website: www.cityofmobile.org/bids.

The City of Mobile, Alabama (the “CITY”) invites qualified firms to submit a proposal to provide Parking Management Services as described in this Request for Proposals (“RFP”).

The CITY intends to award a contract to a qualified firm(s), hereinafter referred to as “the PROPOSER,” to provide services necessary for the project (the “PROJECT”) described herein.

The CITY will receive sealed proposals until 2:00 pm CST (Central Standard Time), Wednesday, August 5, 2026. See Part II, Sections H-N, for information regarding submitting a proposal.

Proposal packages must be submitted in a sealed envelope with one (1) original (signed), four (4) copies, and one (1) electronic version on a portable flash drive as further described in Part II.

RFP documents may be obtained via the City’s Procurement website located at www.cityofmobile.org/bids. The CITY reserves the right, to the fullest extent permitted by law, to reject submittals with or without cause and for any reason, to waive any irregularities or informalities, request clarifications, negotiate with one or more PROPOSERS, and re-solicit or re-advertise for other proposals whenever determined to be in the best interests of the CITY. Incomplete or non-responsive proposals may be rejected by the CITY as non-responsive or irregular. The CITY also reserves the right to reject any proposal for any reason, including, but without limitation, if the PROPOSER fails to submit any required documentation, is delinquent in the payment of taxes, fees, fines, assessments, or other obligations owed to the CITY, or has been terminated for default, found in material breach, or otherwise failed to satisfactorily perform under a previous contract with the CITY or with other governmental entities. All information required by this RFP must be supplied to constitute a responsive proposal.

See “Cone of Silence” disclaimer and language at end of this RFP document.

PART I - STATEMENT OF WORK

A. OBJECTIVE

The CITY is seeking proposals from established and experienced firms to provide “turnkey” management of, ongoing innovation, technology solutions and support for, and ongoing, effectual and reliable operations of all personnel, equipment, systems, materials, enforcement, and services related to the City of Mobile’s Public Parking System in and around the Downtown Commercial Business District (CBD).

The CITY expects that effective parking management and system; easy to understand, use, and monitor space-metering and/or signage; consistent and fair enforcement; and equitable and efficient collections, will result in a welcoming and accessible downtown Mobile parking experience for residents, visitors, businesses, & other users.

The CITY intends to enter into a Parking Management Agreement with a qualified firm that will act in a proactive manner and serve as a trusted parking management advisor for the CITY’s Public Parking System. The successful PROPOSER shall provide overall “turnkey” management and consulting services of select City-owned surface lots, on-street parking assets including but not limited to parking enforcement, parking meter and/or system management & maintenance, equipment recommendation and procurement, associated technology deployment, revenue collection, citation management, compliance resolution, specialized training, community outreach, coordination on parking matters with local businesses, and event parking planning. The resulting contract will be

for a “net revenue” operation, primarily funded by revenues collected by the vendor for metered or otherwise paid parking and enforcement, net documented and prior-approved operator costs, with all remaining proceeds returned to the CITY, for **an initial term of up to five (5) years with two possible additional renewal terms of two-years (2) each**, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP), a proposal accepted by the City for contract negotiation, and the exact terms specified in the contract document(s), subject to mutual agreement of the parties. In addition, the successful PROPOSER shall provide ongoing operational and financial reports, parking utilization data analyses, recommendations regarding parking rates, recommendations regarding the expansion or modification of parking facilities and services, and other parking-related consulting and advisory services as may be requested by the City.

B. GENERAL INFORMATION ABOUT PUBLIC PARKING IN THE DOWNTOWN DEVELOPMENT DISTRICT

The CITY has historically maintained approximately 400+/- Civic Smart Liberty NextGen model single space parking meters deployed in the downtown area. In addition to metered spaces, the City has approximately 300 to 400 on-street parking spaces in the Downtown Development District that are free, time limited parking. Parking citations are issued by non-sworn contracted employees under the Police Department using “Park Loyalty” handheld ticket writers. Some parking tickets are still written by hand. Once issued, citations are tracked and processed with the Park Loyalty software platform. Gross income from parking meters, citations, and fees in FY24 was \$814,305 (approx.), with net revenue to City of Mobile totaling \$242,204 (approx.). In FY25, gross income totaled \$ 760,668 (approx.), and net revenue to City was \$177,074 (approx.). As of 3/31/26, FY26 year-to-date gross revenue totaled \$508,718 (approx.), with a net revenue to the City of \$249,988 (approx.). In 2025, the City of Mobile began a street optimization project, turning traditional one-way streets into two-way and introducing an additional 200+ parking spaces onto downtown streets. The goal of the parking management program is to improve parking availability, turnover, accessibility, compliance with parking regulations, customer experience, and operational efficiency. Revenue generation shall remain secondary to these public purposes.

As it has been doing for many years, the CITY must balance the parking needs of the community with the competing interests of businesses, restaurants and residents in order to promote the health, safety and economic vitality of downtown. PROPOSERS must be prepared to work collaboratively with City officials and local businesses to maintain the existing system. The successful PROPOSER shall be expected to provide innovative and practical solutions to address evolving parking needs resulting from new infrastructure, development projects, changing traffic patterns & flow, amendments to City ordinances, special events, and other factors affecting parking operations, parking arrangements and existing parking-related agreements.

C. SCOPE OF WORK

The CITY desires to further develop and improve its on-street parking and City-owned parking lot operations to improve the accessibility of Mobile’s Downtown Business District within the Hank Aaron Loop bound by the waterfront east of Water St., Bearegard St., Broad St., and Canal St., including but not limited to:

- 1- Metered spaces, various
- 2- Church Street Lot, 155 Church St.
- 3- Fort Conde Lot, across from 150 South Royal St.
- 4- Water Street Lot, 11 South Water St.
- 5- Possible reenvisioning and activation of Dauphin St.
- 6- Time-restricted, non-metered spaces, various
- 7- Restricted parking along Joachim and Conception Sts. between Church and S. Jackson Sts.

- 8- Downtown residential parking
- 9- Hospitality worker parking zones
- 10- New parking spaces, facilities, or parking assets created, acquired, approved, improved, or introduced after contract award.
- 11- Other parking facilities, programs, services, or assets approved by the CITY during the term of the contract.

Well-designed parking management strategies will enable the CITY to maximize use of the parking supply while accomplishing the following primary objectives:

- Promote traffic and pedestrian safety
- Interface with all public parking in the CBD and use technology to facilitate all parking options within the CBD
- Encourage compliance with the City's parking regulations in a fair, professional and friendly manner
- Provide for fair and consistent citation issuance, noticing, collections, and court escalations thereafter
- Keep lots neat, maintained, painted, and free of litter and debris
- Provide for regular, publicly accessible hours of operation, likely coinciding with enforcement times of 8am to 5pm M-F, or as otherwise mutually agreed to, in a downtown office centrally located within the Commercial Business District (CBD) leased by the selected contractor and reimbursed as a part of their approved operating budget.

The successful PROPOSER shall support these objectives through its operational strategies and through consistent management, operation, maintenance, enforcement, and administration of all parking assets included within the City's parking system, including the performance measures and key performance indicators (KPI's) set forth below.

C.1. General Services Required:

- Seamless assumption and continuation of current City meter management and enforcement operations from the current Vendor, if not the incumbent, with minimal disruption to service,
- Ongoing consultation and recommendations to the CITY regarding parking management programs, operational improvements, technology enhancements, and policy initiatives.
- Working with local businesses, as needed, to assess how well public parking is accommodating their needs; Ensuring customer parking is not abused by Downtown employees and business owners; Reporting to CITY with suggestions for improvement.
- Availability to respond to CITY inquiries and attend meetings, presentations, workshops, public meetings, and City Council meetings upon reasonable request of the CITY.
- Development of a transition plan for changes directed by the CITY at its sole discretion.
- Procurement, financing, installation, operation, maintenance, repair, and replacement of parking equipment and related technology as approved by the CITY.
- Provision of sufficiently numbered and trained personnel for all services and operations related to the management of public parking facilities and areas included as a part of this RFP.
- Provision of operational and customer training for all enforcement personnel, including training manual and employee course completion certification as verification.
- Handling of all customer services associated with the City's parking system.
- Establishment, preparation, and delivery of monthly and annual financial reconciliation ("true up") reports in a format approved and as required by the CITY.

C.2. Parking Meter Management and Parking Enforcement:

- Management and enforcement of parking and parking regulations in City-owned spaces and lots with sufficiently staffed personnel and effective technologies during weekdays from 8am to 5pm.
- Coordinated enforcement of parking regulations for special events, including seasonal functions, festivals, events, weather emergencies, etc.
- Primary party responsible for day-to-day parking enforcement operations related to parking meters and other parking controls within the City's parking system, including electronic citation notice issuance and the administration of parking enforcement activities.** The PROPOSER may recommend towing or immobilization actions and may coordinate such actions only as expressly authorized by applicable law, City ordinance, written City policy, and direction of the Mobile Police Department or other authorized City official.***
- Nothing in this RFP or the resulting contract shall be construed as delegating police powers to the PROPOSER. The PROPOSER and its personnel are independent contractors and shall possess only those authorities expressly granted by applicable law, City ordinance, written CITY policy, and directives of authorized CITY officials.
- All parking enforcement, citation issuance, notice procedures, collections, appeals, hearings, and court referrals shall comply with applicable federal law, Alabama law, municipal ordinances, and due process requirements.
- Procurement, installation, and operation of parking system (metered and non-metered) and associated technology(ies) as directed by the CITY (the CITY reserves the right to adjust the number of parking meters, spaces, and lots at its sole discretion).
- Provision of computer hardware and software that will enable PROPOSER's staff to input, issue and process parking citations.
- Procurement, finance, maintenance, and installation of other new equipment and technology.
- Recommendation of parking-related signage, including any new signage required for new equipment or technology and for updates to existing signage to create clearly stated parking regulations and a single brand
- Establishment of designated foot- and auto- patrol routes for enforcement officers. See below underline.
- Verify, report, and recommend strategies for the management of all recently added parking spaces resulting from the 2025 street optimization project and any/all future parking added to downtown streets and city-owned lots.
- Ensure sufficient staffing and contractor-provided enforcement fleet vehicles to meet increased and sustained enforcement levels and maintenance needs of the City's parking system.* PROPOSER shall provide CITY with total number of patrol enforcement officers required to meet current needs and recommend total number needed to sustain a growing parking system.
- Response to requests from the CITY to suspend or emphasize enforcement along certain roads, in certain areas, or at certain times throughout the year. The CITY reserves the right to temporarily suspend enforcement along any street, or in any zone according to the needs of the CITY. The CITY will make every effort to provide the PROPOSER adequate notice concerning the location and duration of any such suspension or higher level of enforcement.
- Reprogramming of parking meter system when rates are changed by CITY.

*NOTE 1: CITY does not have a citation quota and prohibits "convenience enforcement" and predatory citation practices. As mentioned above, parking regulations shall be administered and applied in a fair and professional manner/method.

****NOTE 2:** Any personally identifiable information, license plate data, payment information, photographs, or enforcement records collected by the PROPOSER shall remain the property of the CITY and shall be retained, disclosed, and destroyed only in accordance with applicable law and City policy.

*****NOTE 3:** Pursuant to State of Alabama and City of Mobile codes, ordinances, and rules, parking personnel are not sworn law enforcement officers and shall coordinate their parking enforcement activities with and through the Mobile Police Department for parking enforcement. All parking enforcement activities, issuance of notices of violation, citation processing, collection activities, immobilization or towing actions, and related enforcement functions shall be performed in compliance with applicable federal law, Alabama law, City ordinances, Municipal Court procedures, and directives issued by the CITY and the Mobile Police Department. The successful PROPOSER shall be responsible for ensuring that its personnel are properly trained regarding such requirements and any amendments thereto.

C.3. Collections of Monies and Accounting (Daily Operations):

- Collection and accounting for all revenues from metered parking. The collection is required to be done at least weekly and before the meters become 95% full to ensure no downtime.
- Ensure proper accountability and internal control of all monies collected to be deposited into a City-owned, City-designated bank account.*
- Provision of any periodic, financial and operational reports as requested by the CITY, in a format approved by the CITY.

* Should any monies collected by the PROPOSER be lost, stolen unaccounted for or otherwise removed from the custody and control of the PROPOSER prior to its deposit in the City's approved bank account, the PROPOSER shall deposit an equal sum of money in said bank account within ninety-six (96) hours of such loss, theft or removal. Should said loss, theft or removal be insured or otherwise secured by the PROPOSER, any payments made to the CITY on account thereof shall, if appropriate, be reimbursed to the PROPOSER. The PROPOSER will be liable for all mismanagement or loss of funds by PROPOSER, its employees or agents.

C.4. Collections of Monies and Accounting (Citations):

- Collection of payments on citations, as well as transient, monthly and special event parking fees from the public.
- Making available to the customers a variety of payment options approved by the CITY, including but not limited to cash, check, credit card, telephone, on-line capabilities and digital platforms.
- Processing of payments of parking citations, providing details of accounting for monies collected.
- Issuance of late notices for overdue payment of citations and provide follow-up collection services to include:
 - a. Out of State Collections
 - b. DMV Access and any hold requirements
 - c. Scofflaw requirements and procedures
- Escalation for collection of late payment penalties for non-paid tickets.
- Use of automated technology to issue or suspend citations and manage records of citations.
- Manual input of any tickets issued by the police or other authorized personnel.

- Use of citation processing systems designed to maximize lawful collection rates while preserving all rights afforded under applicable law.
- Emptying of cash parking meters at least weekly or more often, depending on parking volumes.

C.5. Office Administration:

- Purchase of all materials necessary to carry out all operation functions, including but not limited to: office rental & associated utilities; ticket supplies, cards & decals, envelopes, postage, cell phones, office equipment and supplies, credit card processing charges and chargebacks, payroll processing, accounting costs (including audit, if applicable), insurance costs (including premiums and loss control measures, deductibles, settlements, judgements, court/legal fees), "fleet" vehicles (including licenses and tags), uniforms, spare parts for maintenance and repair of meters and all other necessary equipment. City will provide successful PROPOSER a list of on-hand City-owned spare parts for meters and available tools at the beginning of the first contract term.
- Documentation of all reimbursable purchases.
- Maintenance of records of equipment and supplies, providing accounting to CITY thereof.

C.6. Personnel Requirements and Administration:

- Provision of a dedicated, Full-Time, on-site Manager subject to CITY review and approval and for appropriate staffing levels to fulfill the services required in the RFP. Staffing levels shall be adjusted as reasonably directed by the CITY to meet operational needs and service requirements.
- Offer of full-time benefits including but not limited to health insurance, life insurance, vacation, holidays. All benefits for full-time employees of the local operation must be included in the proposed budget and be itemized in the proposed budget and subject to CITY review and approval prior to reimbursement.
- Parking enforcement personnel will demonstrate high ethical standards of conduct and will observe all written rules and regulations concerning their work assignments as provided by the PROPOSER. Service to the public will be in a courteous, helpful, and impartial manner.
- Performance of background checks and drug testing on all employees prior to employment, certify compliance with these requirements, and provide documentation upon reasonable request of the CITY. (paid by PROPOSER for reimbursement during monthly invoicing).
- Employment of persons who are fully trained, competent, and qualified with the skills and experience necessary to provide the services during the term of this Agreement.
- Hiring, training, and supervision of all staff members.
- Supervisors and field personnel will maintain communication capabilities as appropriate to ensure oversight of parking enforcement activities.
- Guarantee that all enforcement, parking meter maintenance and coin collecting personnel wear City-approved uniforms and be properly groomed while on duty. The uniform must display approved insignia that clearly identifies the wearer as being responsible for enforcing parking violations, managing parking facilities or servicing parking meters. The uniform will also have a clearly visible and readable name tag.
- All other employees of the PROPOSER providing services shall be clearly identifiable by uniform, name tags, and/or identification cards.
- Acknowledgement of any public complaint within twenty-four (24) hours after receipt. In the event a report is received alleging an employee of the PROPOSER was discourteous, belligerent, profane, or in any way intimidating, either physically or verbally, the PROPOSER will submit a written report to the CITY within seven (7) days of the date of the report, outlining the complete details of the incident. The report

will include the nature of the incident, time, date, location, name, address, and telephone number of the person making the allegation. The report will also include the name and title of the employee and any corrective action implemented by the PROPOSER, if applicable.

- Correction of any inappropriate behavior or language shall be the responsibility of the PROPOSER.
- Upon written request of the CITY, the PROPOSER shall promptly investigate concerns regarding any employee assigned to the contract. If the CITY reasonably determines that an employee's conduct, performance, qualifications, or interactions with the public are inconsistent with the requirements of this Agreement, the PROPOSER shall remove that employee from assignment to CITY operations within fourteen (14) days or such shorter period as may be reasonably required by the CITY.

C.7. Training and Customer Service:

- Employment of friendly, helpful, customer-oriented personnel.
- Provision of training in general information and directions to all personnel so they may assist visitors to the City.
- Provide the CITY the detailed training format for all Parking Enforcement Personnel.
- Respond to public inquiries about the Parking Enforcement Services, ticketing and enforcement, or any other citizen concern in accordance with the CITY's customer service principles.
- Assistance to the CITY in its efforts to inform the public about the parking program, rules and regulations including community outreach programs.
- Keeping of accurate record(s) of all citizens' complaints, their resolution, and the action taken to contact the complainant. All such records shall be retained during the term of this Agreement and made available to the CITY Contract Manager.
- Provision of customer service training in accordance with industry best practices. The training regimen will be subject to the approval of the CITY.

C.8. Installation and Maintenance:

- Meters and/or pay stations are required to be functioning properly no less than 95% of the time.
- Installation and maintenance of parking meters and any new equipment.
- Guarantee the appropriate maintenance and repair of equipment under warranty.
- Maintenance of all operational meters, pedestals, meter poles, heads and all other meter accessories in good working condition. Good working condition is defined as repairing/replacing any defective meter within 24 hours of a report of failure.
- Ensure poles and pedestals are clean, upright and painted.
- Implementation of a regular preventive maintenance schedule for all parking meters and/or pay stations.
- Procurement of new meter bags and standardized parking signage, as determined by CITY, to reflect current information and City of Mobile parking logo. (Note: this function shall be performed within six months of contract commencement and shall be paid from parking revenue collected. During the month(s) of procurement, these funds will be subtracted from the deposits owed the City of Mobile.)
- Keeping of meter logs of all complaints regarding meters. The log shall note date, meter number, location, problem, name of the person calling in the problem, the date the mechanics checked the meter, the nature of the problem, and the date it was corrected.
- Implementation/installation of alternate technology(ies) to replace traditional meters, as pre-approved by CITY.

C.9. Safety:

- Taking of adequate steps to ensure the safety and security of all personnel and property included under the Parking Management Contract.
- Provision for training and employment of all responsible safety precautions and devices in connection with providing the services included under the final Parking Management Contract.

C.10. Special Events:

- If a special event is scheduled, the PROPOSER may be required to make rate changes as well as special event programming. These events include, but are not limited to, annual Mardi Gras, festivals, holiday events, weather emergencies, etc., and shall be coordinated with CITY and local law enforcement.
- The City reserves the right to modify, reserve, restrict, or alter the use and/or design of parking lots, parking spaces, and related parking areas to accommodate peak periods, special events, emergency operations, construction, public safety needs, or other City-directed purposes. The selected PROPOSER shall cooperate with the CITY in implementing any such changes, including adjustments to traffic flow, signage, staffing, enforcement, payment procedures, and customer service support.
- Weekend and special event parking enforcement should be focused on ticketing violations such as obstructing traffic, parking in a no-parking zone, obstructing fire hydrants, and arranging for the towing of illegally parked vehicles when specifically requested by CITY.
- Provision of temporary signage and bagging meters on a timely basis to alert the public to special event and other temporary or permanent changes in available on-street parking spaces.

C.11. Additional Services:

- Changing of PROPOSER procedures as necessary to conform to revisions in the City's ordinances, parking regulations, policies, and initiatives.
- Review of City ordinances to ensure that they are appropriately reinforcing the desired outcome, providing to the CITY recommendations if any ordinances are creating a negative impact to the parking program (see Section C.2).
- Instructing employees while on patrol to pick up visual litter in the parking areas or to inform the proper department if the volume or problem exceeds their ability.
- Evaluation at least annually of the parking rates, providing recommendations for possible rate changes to the CITY.
- Evaluation of the areas of paid parking, providing recommendations for abandonment of existing or establishment of new paid parking areas to the CITY for its consideration.

C.12. Budget and Reimbursable Operating Expenses:

- Based on the results of the RFP selection process, the selected PROPOSER shall submit a detailed proposed budget based on their proposal for all expenses to be reimbursed by the CITY for the first year of operation. The proposed budget shall include all employee expenses, operating expenses, capital and amortization expenses, financing charges, management fees, and any other related costs.
- Reimbursement to PROPOSER from revenues generated under this agreement shall be made for all approved expenses prior to the deposit of remaining revenues to the CITY, as included in the annual operating budget. The PROPOSER will be expected to submit a monthly expense report and include acceptable documentation for expenses. The CITY agrees to reimburse actual expenses with no surcharges.

To this end, the PROPOSER is to include in its final proposal all proposed operating costs in detail for the initial term of the contract.

- Thereafter the PROPOSER shall be responsible for the development and delivery of a detailed, projected operating budget for pre-approval by the CITY prior to the beginning of a fiscal year and in coordination with the CITY's annual budget preparation cycle.
- A five-year capital expenditure plan shall be included in the final Proposal for which the PROPOSER will be asking for reimbursement for any amortization of proposed new equipment, technology, and/or vehicles.

C.13. Cost of Service:

- The CITY intends for the Public Parking System to operate as a net-revenue enterprise, with parking revenues funding the operation of the system and all approved costs associated therewith.
- The successful PROPOSER shall be compensated on the basis of an approved management fee together with approved operating expenses, capital expenditures, financing costs, and other authorized costs, as more particularly described in this RFP and the resulting Parking Management Agreement.
- PROPOSERS shall clearly identify and separately itemize all proposed management fees, operating expenses, capital expenditures, equipment costs, financing costs, technology costs, personnel costs, employee benefits, and any other anticipated charges associated with performance of the services required under this RFP.
- All compensation, management fees, reimbursable expenses, capital expenditures, and financing costs shall be subject to CITY review and approval and shall be supported by documentation acceptable to the CITY.
- No management fee, reimbursable expense, capital expenditure, financing cost, or other compensation shall be increased during the term of the Agreement except as expressly approved by the CITY in writing.
- The CITY prohibits citation quotas, incentive compensation based upon the number of citations issued, and any enforcement practices primarily intended to maximize citation revenue rather than achieve compliance with applicable parking regulations.
- Parking enforcement activities shall be conducted in a fair, professional, consistent, and non-discriminatory manner and in accordance with applicable law, City ordinances, Municipal Court procedures, and directives of the CITY.
- All enforcement activities shall be conducted in accordance with applicable federal law, Alabama law, City ordinances, Municipal Court procedures, and directives of the CITY. The PROPOSER shall be solely responsible for ensuring that its personnel are properly trained regarding such requirements.
- The PROPOSER shall not provide bonuses, commissions, incentives, or other compensation to employees or subcontractors based upon the number of citations issued, parking fees collected, vehicles towed, vehicles immobilized, or revenues generated from enforcement activities.

C.14 Audit Rights / Access to Public Records:

The City should have explicit authority to audit:

- Citations, collections, bank records, reimbursement requests, staffing records, equipment purchases, technology purchases, other for at least 3 years after contract expiration.
- The PROPOSER shall cooperate with the CITY in responding to public records requests and shall promptly provide records requested by the CITY, including FOIA public-records requests, litigation holds, and subpoenas.

- Records transfers at contract expiration shall be coordinated with the CITY in advance of any such activity.

D. MINIMUM REQUIREMENTS

The CITY is seeking a professional parking management company that understands the needs of a municipality similar in size, density, and development to Mobile. The PROPOSER will be required to show documented proof that they meet the minimum requirements as listed below. Failure to meet or produce documentation for these minimal requirements will result in the proposal being rejected without further consideration. The PROPOSER must meet the following to be considered for contract award resulting from this RFP:

1. Must have at least five to ten years of Municipal Parking Management and Operations experience that includes on-street parking enforcement, parking meter system management, parking citation processing, and public parking asset management.
2. Must demonstrate actual experience managing and operating on-street municipal parking operations as described in 1 above for at least five (5) municipalities or other governmental entities for the past five (5) consecutive years.
3. Must have purchased, installed, and financed parking systems for a municipality over the past five (5) years and must be able to do the same for the CITY.
4. Must show locations and nature of system installation and implementation as referenced in #3.
5. Must provide evidence that PROPOSER's Ticket Processing solution has been used in other municipal locations for at least three (3) years, showing proof of achieving a performance goal of at least an 80% ticket collection rate.
6. Must have qualified personnel assigned to the project with specific expertise working, managing, and consulting in a municipal environment. Resumes are required.

E. PROPOSER QUALIFICATIONS

The PROPOSER is required to have at least 5 to 10 years of experience in parking management services to include:

- 5 years minimum of on-street municipal parking management and operations
- Citation management
- Collections and cash handling, including meter collections
- Meter maintenance
- Equipment/technology recommendation, procurement, installation, and/or implementation
- Parking enforcement staffing
- Parking planning

F. INSURANCE

Routing, and Effectiveness

As a condition precedent to contract award, routing for City Council approval, execution, and effectiveness, the selected Proposer shall, at its sole cost and expense, procure and maintain the insurance coverages, limits, endorsements, and other compliance documents required by the RFP and resulting contract. All required insurance materials must be submitted, on demand, to and approved in writing by the City's Legal Department and Risk Management Division prior to contract routing or execution.

Proposer Certification at Proposal Stage

By submitting a proposal, each Proposer certifies that it has the ability to obtain and maintain, at its own expense, all required insurance coverages for the full term of the contract, including any extensions or renewals. Failure to provide this certification, or submission of a proposal indicating an inability or unwillingness to comply with the insurance requirements, may render the proposal non-responsive and subject to rejection.

Required Coverages

The selected Proposer shall maintain, at a minimum, the following insurance coverages for the duration of the contract:

1. Commercial General Liability Insurance Coverage for bodily injury, personal injury, and property damage arising out of or related to the Proposer's operations under the contract, including operations conducted at City facilities and within City rights-of-way.
 - \$1,000,000 each occurrence (combined single limit for bodily injury and property damage)
 - \$1,000,000 Products/Completed Operations aggregate
 - \$1,000,000 Personal and Advertising Injury per person/organization
 - \$1,000,000 general aggregate per location
2. Automobile Liability Insurance Coverage for bodily injury and property damage arising out of the ownership, maintenance, or use of owned, hired, and non-owned motor vehicles in connection with contract performance.
 - \$1,000,000 combined single limit coverage per accident, including owned, hired and non-owned automobiles. (If Contractor does not own an automobile, but one is used in the execution of the contract, then only "hired and non-owned coverage" is required. If a vehicle is not used in the execution of the contract, then automobile coverage is not required.)
3. Crime / Employee Dishonesty Insurance Coverage for loss of City funds, parking revenues, or customer payments resulting from theft, fraud, or dishonest acts of the Proposer's employees.
 - On all of its employees in an amount of not less than \$50,000 per occurrence.
4. Cyber Liability / Data Security Insurance Coverage for claims, losses, and expenses arising out of data breaches, cyber incidents, or unauthorized access to electronic systems, including parking management systems, license-plate recognition systems, mobile applications, and payment processing platforms.
5. Umbrella / Excess Liability Insurance Coverage providing excess limits over the Commercial General Liability and Automobile Liability
 - The Umbrella coverage form will be at least as broad as the underlying policies. The Additional Insureds requirements of underlying policies shall also be met by the Umbrella. The Umbrella and Excess Liability limits shall be sufficient so that the sum of the underlying and Umbrella limits shall be at least \$2,000,000 per line of coverage.

6. Workers Compensation and Employee Liability to Statutory Limits

Required Policy Conditions and Endorsements

All required insurance policies shall include the following provisions:

- Contractual Liability annotation within the General Commercial Liability.
- Additional Insured: The City of Mobile, its elected officials, officers, employees, and agents shall be named as additional insureds with respect to liability arising out of the Proposer's operations.
- Primary and Non-Contributory: The Proposer's insurance shall be primary and non-contributory to any insurance maintained by the CITY.
- Waiver of Subrogation: All policies shall include a waiver of subrogation in favor of the City of Mobile.
- Notice of Cancellation or Material Change Policies shall provide advance written notice to the City of cancellation, non-renewal, or material change in coverage, except for cancellation due to non-payment of premium.

Proof of Insurance

Certificates of insurance (see attached sample next page) and all required endorsements shall be submitted prior to contract execution and upon renewal. Certificates are provided for informational purposes only and do not amend, extend, or limit coverage. The City reserves the right to require copies of policies, endorsements, or relevant excerpts thereof as reasonably necessary to confirm compliance.

Submission of an ACORD certificate alone shall not satisfy this requirement. Sample shall not be construed as all-inclusive for required coverages.

Insurance coverage shall be maintained without interruption for the duration of the contract.

Failure to Obtain or Maintain Required Insurance

Failure to timely obtain the required insurance, failure to provide acceptable evidence of coverage as demanded by CITY, or failure to maintain required insurance during the term of the contract shall have the following consequences, as applicable:

1. Pre-Award Failure to satisfy insurance requirements prior to contract award, routing, or execution may result in the Proposer being deemed non-responsive or non-responsible and disqualified from further consideration, in the City's sole discretion.
2. Post-Award Failure to maintain required insurance after contract execution shall constitute a material breach of the contract and may result, at the City's discretion, in one or more of the following actions:
 - Suspension of work or services until compliance is restored;
 - Withholding of payment;
 - Termination of the contract for cause; and/or
 - Exercise of any other remedies available to the City under the contract or applicable law.

Acknowledgment

By submitting a proposal, the Proposer acknowledges that compliance with these insurance requirements is mandatory and material to contract award and performance.

G. REFERENCES

The successful PROPOSER must submit the names of three (3) municipal parking management references where the PROPOSER has successfully performed at the very minimum all of the services requested in this RFP.

****END OF PART I****

PART II: RFP GENERAL INFORMATION

H. DEFINITIONS

For the purposes of this Request for Proposals (RFP):

PROPOSER shall mean the contractor, consultant, respondent, organization, firm, or other person submitting a response to this RFP.

CITY shall mean the City of Mobile, and any officials, employees, agents and elected officials.

I. PURPOSE OF RFP

The CITY solicits proposals from responsible PROPOSERS to perform work for or provide goods and/or services to the CITY as specifically described in Part I of this RFP, Statement of Work.

J. CONTRACT AWARDS

The CITY anticipates entering into a contract with the selected PROPOSER whose proposal is determined by the CITY, in its sole discretion, to be the most advantageous to the CITY, taking into consideration the evaluation criteria set forth in this RFP and any other factors the CITY is permitted by law to consider. The CITY anticipates awarding one contract for an initial term of up to five (5) years, with up to two (2) additional renewal terms of two (2) years each, subject to mutual written agreement of the parties and approval by the CITY as required by law.

The PROPOSER acknowledges and agrees that neither this RFP, any response thereto, any evaluation, any selection, any notice of intent to award constitutes an agreement, legally binding obligation, or a contract with the PROPOSER. No contract shall be binding upon the CITY unless and until a written agreement has been approved as required by law and fully executed by all parties authorized to execute such agreement.

K. PROPOSAL COSTS

Neither the CITY nor its representatives shall be liable for any expenses incurred for the preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the PROPOSER's ability to meet the requirements of the RFP. Proposals shall be concise and no larger than 30 pages. The CITY is looking for substance over marketing or "boilerplate" materials.

L. INQUIRIES

The CITY will not respond to verbal or telephone inquiries. Proposers may email written inquiries for interpretation of this RFP to laurencej@cityofmobile.gov. Inquiry deadline is Friday, July 22, 2026 no later than 4:00 P.M. CST.

The CITY will record its responses to inquiries and any supplemental instructions in the form of an online written addendum on the City's website (www.cityofmobile.org/bids). If addenda are issued, the CITY will email addenda to any potential PROPOSER who has submitted a question or requested a specific copy of any addenda via email to laurencej@cityofmobile.gov prior to the written inquiry deadline. Although the CITY will attempt to notify each prospective PROPOSER of the addendum, it is the sole responsibility of a PROPOSER to remain informed as to any changes to the RFP.

M. DELAYS

The CITY may postpone or extend scheduled due dates in its sole discretion. The CITY will attempt to notify all registered PROPOSERS of any changes in scheduled due dates by written addenda.

N. SUBMITTAL REQUIREMENTS

The PROPOSER shall prepare its proposal in the format described below and shall ensure that each page of its proposal is identified with the project name, Respondent's name, and page number.

A total of one (1) hard copy marked "Original," two (2) hard additional copies, and one (1) digital (USB) copy must be included in the submission. Responses must be received by **2:00pm CST on Wednesday, August 5, 2026**. Proposals shall be enclosed in a sealed envelope or package with "CITY OF MOBILE RFP #6056: **PARKING MANAGEMENT SERVICES PROPOSAL**" clearly marked on the outside and delivered to:

City of Mobile- Purchasing Department
c/o Jacob Laurence,
205 Government Street, 4th Floor, South Tower, Room 414
Mobile, Alabama 36633

NO SUBMITTALS WILL BE ACCEPTED AFTER THE STATED DEADLINE.

Any proposal or amendment received after the stated deadline and time will be returned, unopened. Postmarking by the due date will not substitute for actual receipt by the CITY. Electronic submissions will not be accepted.

Proposers are responsible to ensure timely delivery of their proposal submission and assume all risk for delays caused by any delivery service.

Review of accepted submittals will begin immediately after receipt, followed by selection of the winning proposal.

N.1. FORMAT

- A. Proposal shall be bound by semi-permanent binding method.
- B. Proposals shall be prepared on 8 1/2" x 11" paper, bound on the long side.
- C. Proposals shall be in a format and sequencing commensurate with the RFP (in the order the Narrative Content elements are listed).
- D. Proposals shall include a table of contents.
- E. Proposal sections shall be tabbed.
- F. All text shall be clear of binding.
- G. The response shall not exceed 15 pages of text (one-sided and single-spaced). The page limitation does not include table of contents, resumes, and promotional data.
- H. Digital copy of the proposal on a standard USB thumb drive

N.2. NARRATIVE CONTENT

Submittals must address the following topics in the 15 text pages:

1. Cover Letter

The PROPOSER shall prepare a cover letter, not exceeding two pages in length, which summarizes the key points in the proposal and includes the names of the individuals involved in preparation of the RFP response and their relationship to the service provider. The cover letter must include a statement committing the availability of the key personnel identified below to perform the work. The cover letter must be signed by a person who is also authorized to sign a Contract with the CITY, along with the name, email, and telephone number of the company's main point-of-contact for this RFP.

If the PROPOSER believes any information, data, process or other material in its proposal should be considered by the CITY to be confidential or proprietary, the PROPOSER shall identify that material with specificity as to the page and paragraph and on what basis the material is believed to be proprietary or confidential.

2. Background and Experience

Provide a general description of the firm including, but not limited to, services offered, number of employees, office locations, and years in business. Include its structure (partnership, corporation, etc.), ownership, whether a subsidiary or affiliate of any other entities, and percent of ownership, if any, by parties or interests outside of the United States, and the length of time the firm has provided public parking services.

List the municipal parking systems currently being administered and the starting date of each contract. A specific reference for each contract shall be included. The CITY is particularly interested in the experience of the firm in managing systems similar in size to the parking system proposed for implementation in this RFP.

3. Organization and Key Personnel

Provide graphic and narrative descriptions that identify the PROPOSER's key personnel who would perform the work. Identify General Manager, if already selected, key staff members, and provide brief resumes for each (does not count toward 15 page limit).

Describe the support services available from corporate personnel other than the General Manager. List the professional personnel who would be specifically available to the CITY, including brief resumes, areas of expertise, and location of each.

4. Management Model/Approach

A. Customized Plan

Describe in detail the possible structure, administration, customer service techniques, adopted practices, technology, innovations, and timeline for implementation execution that will be utilized by your firm in the management of an integrated, high-quality, service-oriented, parking system in Mobile as described in this RFP. Provide examples of how your firm has improved other comparable parking systems by name. Also describe how your firm collects and analyzes data to maximize parking, create efficiency in service, and measure operational performance.

B. Budget Management

The format of this contract shall be a Net-Revenue structure, with revenue generated providing for all aspects of operations and in arrears invoicing. Should a source of revenue fall short, the PROPOSER will be required to submit adjustments in spending to bring budget into line with actual revenues generated. Explain how a revenue shortage will be handled without a reduction of the established system or services provided by the PROPOSER.

C. Transition

If the City of Mobile selects a firm other than its current service provider, it may require the new firm to have its General Manager on site prior to termination of the existing contract in order to provide for a smooth transition. Transition and start-up cost shall be included in the "Fee" section of the response. Provide a detailed mobilization plan listing relevant duties and ordering milestones, including the hiring of a General Manager (if needed). This plan, and any subsequent amendment(s), shall be approved by the CITY prior to start-up.

5. Financial References

PROPOSER shall provide its most recent audited financial statements and three or more references who can attest to the firm's financial stability.

6. Projected Cost Commitments

PROPOSER shall provide a list of anticipated cost commitments of and to the CITY for the life of the proposed arrangement based on the PROPOSER'S customized plan, including charges for provision of the number of required local employees, all enumerated scope of services, travel & expense of all non-resident personnel to Mobile, if applicable, and capital expenditures required to implement the plan. This projection shall not include the PROPOSER's management fee, serve as a basis of design only, and is not binding. The management fee and any approved budget numbers shall be determined during the selection portion of this RFP process.

7. Acknowledgement of Addenda

Acknowledgement of all addenda or statements of none received shall be included on the form provided.

8. Additional Information

The PROPOSER is invited to describe any particular aspects of its organization or proposal which, by way of background, experience, unique qualifications, or other basis, sets it apart from the competition in its ability to accomplish this particular Scope of Services. Proven areas of expertise may include: integration techniques previously employed; operations model; connecting services to local businesses; technology; innovation; data collection and analysis for improved efficiencies; revenue generation and collection solutions; other.

The Respondent may be requested to make a presentation to the City's elected officials outlining the service and/or management approach, strategies to increase ridership, and the fee structure, as submitted in their proposal.

****END OF PART II****

PART III: EVALUATION

Proposals shall be evaluated by a selection committee determined by the City of Mobile Executive Director of Administrative Services and the Administrative Services Deputy Director.

O: EVALUATION CRITERIA AND SCORING WEIGHT

CRITERION	DESCRIPTION	WEIGHT
QUALIFICATIONS, RELEVANT EXPERIENCE, AND FINANCIAL STABILITY	Does the PROPOSER demonstrate the capacity, capability, understanding, viability, and financial stability to address Mobile’s desired short- & long-term parking goals?	50%
DEMONSTRATION OF A CLEAR, COMPREHENSIVE, AND EXECUTABLE MANAGEMENT MODEL/APPROACH	Did the PROPOSER offer a clear and executable model/approach to parking system integration and innovative, cost impact conscious, cost-effective management?	40%
PROJECTED COST COMMITMENTS	Did the PROPOSER deliver a clear and understandable preliminary list of anticipated costs, including consistent budget forecasting to support the annual operation & capital expenditures, to illustrate that a Net-Revenue arrangement can be implemented?	10%

In addition, proposals may be evaluated for the credibility of implementation within the scheduled timeframe and for the proposed fee at the sole discretion of the City of Mobile selection committee and Administration.

****END OF PART III****

PART IV: SELECTION PROCESS AND SCHEDULE

The selection process is described in the following steps:

- Step 1. Statements of Qualifications and Proposal submittals from firms responding to the Request for Proposals will be reviewed and evaluated. This review will be performed by the selection committee determined by the Executive Director of Administrative Services and Administrative Services Deputy Director.

- Step 2. At the discretion of the CITY, short-listed candidates may be required to participate in an interview with the selection committee or other City senior staff. If an interview is scheduled, the PROPOSER’s representatives at the presentation and interview must be the staff members who will be assigned to this Contract. Candidate firms will be limited to four participants in the interview and permitted to present a maximum 5-page handout to the selection committee. Travel expenses shall be the sole responsibility of candidate firms.

- Step 3. The selected firm will enter into negotiations with the City to develop a detailed scope of work, cost schedule, and the contract terms and conditions.

P. SCHEDULE OF ACTIVITIES

Following is a tentative schedule for the selection process and the City of Mobile’s best estimate that will be followed during this RFP process. The schedule is subject to change.

July 5, 2026	Request for Proposals advertised
July 22, 2026	All questions must be submitted (see PART II, L.)
August 5, 2026	Proposals submitted by respondent (no later than 2:00 PM CST)
By September 18, 2026	Selection
By November 3, 2026	Contract approval by City Council
December 1, 2026	Contract NTP and commencement

Q. PROTESTS BY PROPOSERS

City of Mobile will hear and consider a bona fide protest regarding its procurement actions in accordance with the following procedures. City of Mobile intends to provide a thorough review of all bona fide RFP protests. City of Mobile’s primary concern, however, is the timely procurement of needed services. It does not intend to allow the filing of protests to unnecessarily delay the procurement process, especially if the protest involved is vexatious or frivolous in nature. Before filing a formal protest, PROPOSERS are encouraged to first exhaust all alternative methods of resolving the procurement issue by contacting City of Mobile informally through the contact listed on this RFP.

Any Proposer may file a protest with the City of Mobile on the basis that the City of Mobile has failed to comply with applicable state law, local law, or with any material terms of the RFP. The protest must include:

1. The name and address of the protesting party.
2. Identification of the Contract solicitation and/or number.
3. A statement of the grounds for the protest, and in particular the federal or state law or material terms of the RFP alleged to have been violated. This statement should be accompanied by any supporting documentation that the protesting party desires City of Mobile to consider in making its decision.
4. A statement as to the desired relief

All protest documents should be submitted to:

Ricardo Woods City Attorney
City of Mobile
P.O. Box 1827
Mobile, Alabama 36633

Any protest regarding the solicitation by City of Mobile must be filed at least seven (7) days prior to the date set for receipt of proposals. Any protest filed after that date which raises issues regarding the solicitation will not be considered by City of Mobile. This type of protest would include, among others, any claim that the solicitation contained exclusionary or discriminatory specifications or conditions, any challenge to the basis of award, any claim that the solicitation documents or the solicitation process violated applicable federal or state law, or any claim that City of Mobile failed to follow the material terms of the solicitation process in the RFP.

The evaluation process, and all evaluation materials associated with this process, shall be considered confidential until final award of the Contract is made. Therefore, any protest regarding the evaluation of proposals and/or award of the Contract must be filed with City of Mobile at least three (3) days prior to the date set for award. Any protest filed after such date which raises issues regarding the RFP evaluation or award of the Contract will not be considered by City of Mobile. This type of protest would include, among others, any challenge to determinations by City of Mobile of the responsiveness of a proposal or the responsibility of a PROPOSER, any claim that the evaluation of proposals violated state law, local law, or the material terms of the RFP, or any claim that the party awarded the Contract fraudulently represented itself as a responsible bidder.

City of Mobile will not consider any protest which is insufficiently supported, does not include the aforementioned required information, or is not received within the specified time limits.

R. CITY OF MOBILE PROTEST PROCEDURES

The City will consider all protests requested in a timely manner regarding the award of a contract, whether submitted before or after award.

Protests of contract award must be submitted within seven (7) days of contract award.

Within ten (10) days of receipt of a written protest, the City Attorney may, at his sole discretion, (a) render a decision and inform the protesting party in writing, or (b) request further information from the protesting party and other proposers, which information shall be submitted within ten (10) days of the request. Within ten (10) days of receipt of the requested information, the City Attorney may, at his sole discretion (a) render a decision and inform the parties, or (b) conduct an informal hearing at which the interested parties will be afforded opportunity to present their respective positions with facts and documents in support thereof. Within ten (10) days of such informal hearing, the City Attorney will render a decision, which shall be final, and notify all interested parties in writing.

****END OF PART IV****

S. MISCELLANEOUS

1. RFP is not to be construed as a contract or a commitment of any kind, nor does it commit the City of Mobile to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
2. In the event that a mutually agreeable contract cannot be negotiated between the proposer and the City, the City reserves the right to select an alternate proposer.
3. The City of Mobile reserves the sole right to (1) evaluate submittals; (2) waive any irregularities therein; (3) select candidates for selection interviews; (4) request supplemental or additional information as deemed necessary; (5) contact others to verify information provided in the submittal; or (6) reject any and all submittal(s), should it be deemed in the best interest of the City of Mobile.
4. No debriefings by City staff to unsuccessful submitters will occur until after the award of a contract by City Council to the recommended team.
5. The successful proposer will have to complete an Affidavit of Ownership or Control prior to completion of contract negotiations. The affidavit certifies that the firm is not delinquent in any debt owed to the City of Mobile (taxes, fines, fees, etc.)

T. QUESTIONS AND CONTACT

Any questions on the RFP should be submitted in writing via email to the City of Mobile Administrative Services Deputy Director at laurencej@cityofmobile.gov and include a return email address. All questions must be submitted on or before July 22, 2026, at 4:00PM CST.

From the time of advertising, and until the final award by completion of a signed contract or purchase document issued by the City, there is a prohibition on communication by respondents (or anyone on their behalf) with the City staff and elected officials regarding this request proposals or qualifications. This does not apply to communications directly with the Procurement Department staff during authorized question periods, or with designated City staff during interviews, requests for clarification, and written contract negotiations. Breaking the established prohibition on communication, if proven, may result in a disqualification of your submittal.

Information in response to any inquiry may be published as a written addendum.

U.LINKS

1. [Downtown Public Parking](#)
2. [City of Mobile Code, Chapter 40- Parking Lots](#)
3. [City of Mobile Code, Chapter 61, Article VII- Stopping, Standing, and Parking](#)
4. [City of Mobile Code, Chapter 63, Article II- General Towing Operations](#)
5. [City of Mobile Code, Chapter 64, Article II- General Towing Operations](#)
6. [City of Mobile Code, Chapter 50, Article III- Downtown Mobile Business Improvement District](#)