



Addendum Number 1

To: Prospective Respondents

From: Administrative Services, Deputy Director
City of Mobile

Re: PARKING MANAGEMENT SERVICES

RFP # 6056

Date: July 27, 2026

This Addendum forms a part of, and modifies, the Request for Proposals (RFP) document referenced above, dated July 5, 2026. Acknowledge the receipt of this Addendum No. 1 and all subsequent Addenda, if any, in the space provided on the Addenda Acknowledgement Form included in this Addendum No. 1. The Addenda Acknowledgement Form shall be submitted with a firm's Proposal and within the sealed envelope, as specified in Section 4.0 of the RFP. **Failure to do so may subject Proposal Respondent to disqualification.**

GENERAL:

Addenda Acknowledgement Form is attached as page 8 of this Addendum No. 1

REQUESTS FOR INFORMATION:

QUESTION #1

Minimum Requirements: If the Proposer's executive leadership and key personnel have extensive experience managing multiple municipal parking operations, including direct responsibility for the design, implementation, launch and management of on-street parking operations while employed by another organization, will the City consider the value of documented experience in determining compliance with the minimum qualifications, even if the Proposer's current corporate entity does not independently meet the municipal portfolio requirements?

ANSWER #1

All information provided in a Proposer's proposal shall be at the City's sole discretion to evaluate and determine minimum qualification compliance.

QUESTION #2

Are the non-sworn contracted employees mentioned in Section B currently under the Police Department or to be hired/managed by the parking operator?

ANSWER #2

The non-sworn employees referenced will be hired and managed by the management company (Reference Part I, Section C.6 and Reference Part I, Section C.2).

QUESTION #3

What is the City's expectation for enforcement staffing and contractor-provided fleet vehicles? Additionally, what level of detail should be included in the proposed patrol routes and staffing model?

ANSWER #3

Reference Part I, Section C.2 of the RFP dated July 5, 2026. Proposer's should include information and potential costs associated with their staffing and vehicle/fleet plans in their proposal for consideration by the City of Mobile.

QUESTION #4

What downtown office location standards, lease terms, and reimbursement limits should the proposer assume?

ANSWER #4

Reference Part I, Section C: Scope of Work, Reference Part I, Section C.5, and Reference Part I, Section C.13 of the RFP dated July 5, 2026.

QUESTION #5

Are there any expected/required enforcement hours, days, and coverage expectations beyond the stated weekday 8 a.m. to 5 p.m. schedule?

ANSWER #5

Reference Part I, Section C.2 and Reference Part I, Section C.10 of the RFP dated July 5, 2026. Visit City of Mobile website for a more complete list of City-sponsored special events.

QUESTION #6

Church Street area appears to be permit only but minimal signage is present. What is the current process of issuing permits? Who is the approver?

ANSWER #6

Current parking management company handles requests for on-street parking privileges along Church Street in and around Government Plaza and the City of Mobile approves such requests.

Thereafter all approved vehicles are placed on a “Do Not Ticket” list managed and periodically updated by the local operation administrative/office staff.

QUESTION #7

Is the City of Mobile Appeal Process still the Administrative Review, and if not resolved is given a court date to be heard by a City of Mobile Magistrate, and if still not resolved then a cash bond is required and the Mobile Court System sets up a court hearing to be heard in Circuit Court?

ANSWER #7

The preliminary appeal process is an administrative review provided by the parking management company. If unresolved, a court date is set by the Court Magistrate to be heard in Municipal Court. If an individual who was cited does not show up for court, and a warrant is issued, a cash bond equal to the amount of the tickets, plus any fees set by the court, is issued to the individual for release from jail.

QUESTION #8

Is the city requesting a full operating budget to include projected revenue, expenses, and operator’s fee at this stage of the RFP process; if not this stage at what point will you be requesting one?

ANSWER #8

Reference Part III, Section O and Reference Part I, Section C.12 of the RFP dated July 5, 2026.

QUESTION #9

Regarding, procurement of new meter bags and standardized parking signage, as determined by CITY, to reflect current information and City of Mobile parking logo. Please explain how this works accounting wise, and how it should appear on the monthly statements.

ANSWER #9

Meters, meter bags, signage, and other physical assets shall be considered a capital expense (Reference Part I, Section C.13).

QUESTION #10

Will the City reimburse the operator for such items as listed in Section C.5, first bullet point?

ANSWER #10

Reference Part I, Section C.12 of the RFP dated July 5, 2026.

QUESTION #11

Are contractors able to be reimbursed for claims or deductibles?

ANSWER #11

No.

QUESTION #12

Are there any cost categories that are expressly non-reimbursable?

ANSWER #12

Yes. The following is a non-exclusive list of items deemed Excluded Costs:

- Corporate or overhead expenses of Proposer or its affiliates, except to the limited extent directly and demonstrably incurred for the management, operation, or improvement of the Mobile Parking System;
- Insurance premiums not directly tied to the Mobile Parking System;
- Federal, state, or local taxes imposed on the net income, capital, or property of selected Proposer or its affiliates;
- Debt service, financing costs, interest, or lease termination/buyout costs;
- Fines, penalties, sanctions, liquidated damages, settlements, or judgments against selected Proposer or its affiliates;
- Legal or consulting expenses unrelated to the Mobile Parking System;
- Any other expense not directly and necessarily incurred in connection with the operation of the Mobile Parking System.

QUESTION #13

Will annual cost of living increases be considered in the budgeting process regarding annual employee increase and other reimbursable items?

ANSWER #13

Reference Part I, Section C.12 and Reference Part I, Section C.13 of the RFP dated July 5, 2026.

QUESTION #14

How many meters are in service? How many meters are out of service and need to be replaced?

ANSWER #14

Total in-service meters= 400 approximately. Total in need of replacement=0 approximately. All meters within the geographic boundaries referenced in the RFP will conceivably be a part of the parking operation if left unchanged.

QUESTION #15

Does the City have current inventory records for the Civic Smart Liberty NextGen meters including age of units, and any spare units or parts that would be made available to the parking operator?

ANSWER #15

All meters in use were installed and brought into service, new, between December 2018 and March 2019. Reference Part I, Section C.5 of the RFP dated July 5, 2026.

QUESTION #16

How many spare Civic Smart Liberty NextGen Model Meters are currently in inventory, how many meter bags are currently in inventory, and will they stay with the operation?

ANSWER #16

Total Meters= 20 approximately. Total Meter bags= 99 approximately. All existing infrastructure and assets paid for by the City of Mobile, including but not limited to meters, meter bags, meter parts, handheld devices, equipment, and tools, will remain with and for the operation of Mobile's downtown, on-street parking. All assets, proprietary technology platforms, vehicles, tools, and equipment owned by the current management company will be retained by the management company. Third-party technology platforms and domains currently utilized will remain the property of the platform provider entity.

QUESTION #17

Can the city provide the number of spaces per lot owned by the City and managed under this contract and the condition of the lots?

ANSWER #17

Church Street Lot= 81

Fort Conde Lot= 96

Water Street Lot= 56

Two lots are newly paved and striped. One lot was paved in 2013 and re-striped in 2025.

QUESTION #18

The RFP mentions introducing new technology. Is this open ended, is there certain tech the city is in search of, and is the city open to replacing single-space meters with mobile payment (transaction with phone) technology?

ANSWER #18

The City of Mobile is open to a range of parking solutions, including traditional meters, signage, technology platforms, without specific or limited scope of implementation, text/scan payment options, other uncited methods, or a combination thereof, including recommendations for replacement(s). Reference Part II, Section N.2.4 of the RFP dated July 5, 2026.

QUESTION #19

Are there any known maintenance or infrastructure issues that Bidder should account for?

ANSWER #19

No issues to report as of this date.

QUESTION #20

Can the City provide a breakdown (meter revenue, citation revenue, and other income revenue) to the annual revenue numbers that were given in Part 1 B?

ANSWER #20

For FY26 year-to-date (October 1, 2025 to current) approximate totals for recorded months are as follows:

Meter revenue= \$172,000

Citation revenue= \$226,740

Other income= \$301,175

QUESTION #21

Regarding acceptance of cash for citation payments. is the City open to going cashless and only accepting check, credit card, telephone, on-line capabilities and digital platforms as payment options for citations?

ANSWER #21

Reference Part I, Section C.4 of the RFP dated July 5, 2026.

QUESTION #22

What are the current meter collection procedures, deposit schedules, and internal control requirements? Will the contractor be required to establish or use a City-designated bank account, and who will control signatory authority?

ANSWER #22

Reference Part I, Section C.3 of the RFP dated July 5, 2026.

QUESTION #23

Who is the merchant of record?

ANSWER #23

It is anticipated that the selected Proposer will provide overall “turnkey” management of the City of Mobile’s public parking system, including but not limited to operations, customer service, collection of payments and chargebacks, finances, monthly reconciliation reporting, and regular deposits into its account of moneys generated in excess of the pre-approved operating budget monthly expenditures.

QUESTION #24

How many citations have been issued over the past 24 months?

ANSWER #24

Estimated total=30,000 issued citations.

QUESTION #25

What are the current citation rates for each violation type?

ANSWER #25

The following is a non-exclusive list of violation types:

Improper Angled Parking= \$50
Parking Not to Obstruct Traffic= \$30
Parked > 7 Days; Damaged Vehicles > 6 Hours= \$50
Handicapped Parking w/o Permit= \$130
Private Premises= \$70
Fire Lanes= \$70
Prohibited; Signs not Required= \$30
ROW/Median= \$70
Parked on One-Way Street; Signs Posted= \$30
Large Vehicle in Residential Area= \$70
More Than One Parking Space= \$15
Restricted Parking \$50
Manner of Parking in Cutback= \$15
Loading at Angle to Curb; No Permit= \$50
Expired Meter / Overtime Parking= \$10
Passenger Loading Zone= \$30
Freight Loading Zone= \$30
Restricted Parking; Bus or Taxi Stand= \$30
Mardi Gras / Special Event= Not specified herein

QUESTION #26

Are there any planned rate changes?

ANSWER #26

No rate changes are planned as of this date.

END OF ADDENDUM NUMBER 1



**CITY OF MOBILE
PARKING MANAGEMENT SERVICES
ADDENDA ACKNOWLEDGEMENT FORM**

Addenda acknowledgement form is to record the receipt of all addenda issued to this RFP. If none are received, write none received. Include this form with the proposal.

Addendum No.		Date Received	
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Name of Individual, Partner, or Corporation: _____

Authorized Signature:

Title:
