

**CITY OF PHILADELPHIA
OFFICE OF TRANSPORTATION & INFRASTRUCTURE SYSTEMS (oTIS)**



**REQUEST FOR INFORMATION (RFI)
PUBLIC ACCESS MANAGEMENT**

This document contains a Request for Information (RFI) to gather information regarding best practices and trends in managing public access to streets closed to cars but open for non-motorized activity and recreation. The information obtained from this RFI will inform policies, funding decisions, and future contracting opportunities related to vehicular access management in Philadelphia. Respondents wishing to respond to this RFI should read this document carefully and follow the guidance for responding.

**Issued by:
Managing Director's Office of Transportation and Infrastructure Systems
December 22, 2021**

**Submission Date / Time:
February 7, 2022 / 5 p.m. (EST)**

**Submit Responses to:
Scott.Harris@phila.gov
City of Philadelphia
Request for Information (RFI)
Public Access Management**

1. INTRODUCTION

The City of Philadelphia, (the “City”), acting through the Managing Director’s Office of Transportation and Infrastructure Systems (“oTIS”), is issuing this Request for Information (“RFI”) to gather information regarding best practices and trends in managing the public’s access to streets and to explore potential opportunities to advance the City’s efforts in managing access to a variety of street types. Specifically, oTIS seeks information that will support changes in policy, regulation, and technology which will allow the City to manage vehicular access more safely and efficiently to surface streets and parks and recreation spaces that are closed to motorized vehicles but open to the public for recreation via other modes such as biking and walking. Such access management will allow the City to manage motorized vehicle access reliably, safely, equitably, sustainably, and transparently.

OTIS leads a portfolio of departments, including Streets Transportation, Streets Sanitation, and Philadelphia Water Department (PWD), to provide cost-effective quality services with a focus on the resident. oTIS’s mission is to move Philadelphia toward a sustainable future that promotes quality of life for all residents and visitors to Philadelphia. Our strategies and policies support inclusion and equity across Philadelphia’s diverse and vibrant communities.

2. REQUEST FOR INFORMATION OVERVIEW

The City seeks responses from contractors and vendors with experience managing access to campus like facilities (e.g., malls, office complexes, etc.) and community organizations with demonstrated accountability for access to public facilities (e.g., community recreation centers, etc.) The City is interested in information that provides best practice including but not limited to creative technologies, strategies, practices, and equipment to enhance and potentially expand the ability of the City to manage access to certain parks and streets and enforce access accountability. Respondents are encouraged to provide useful and relevant information that can advance the City’s ability to manage vehicular street access both in-person with staff or community groups, and remotely.

Prior to the COVID-19 pandemic MLK Drive, a four-lane street through Fairmount Park was closed to vehicles on the weekend by locking each of four gates located at intersections along MLK Drive on Friday evening and then unlocking the gates on Monday morning.

Since the onset of the COVID-19 pandemic the City of Philadelphia has extended the closure of a portion of MLK Drive for recreation to the entire week. Currently, the City must manually support sporadic requests for vehicular access to MLK Drive for public access to a small number of existing institutional and private recreational uses. Doing so presently requires a park ranger to unlock and relock gates on an on-call basis as authorized users need occasional access to the street for these uses.

The City seeks information on three topics and invites interested parties to respond to any or all of the three topics. The City seeks 1) Information on managing gate locks at intersections requiring occasional access by private parties, 2) Information on clearing/monitoring closed circulation areas to ensure they are free of unauthorized vehicles, and 3) Information regarding allowance or support for accountable access/independent intermittent use by private parties.

Specifically, the City initially seeks information on the following use case but anticipates possible additional use cases in the future:

Vehicular access management to MLK Drive from Montgomery Street. MLK Drive is closed to automobile traffic on weekends and holidays and serves as a multiuse trail for active recreation during these times. However, vehicular access is allowed for certain users with infrastructure along the trail. Currently access is managed through a manual gate that must be locked/unlocked by hand at each use. However, the current solution is unreliable due to its manual nature and comes with high staffing costs.

Information gathered through this process will inform policies, funding decisions, and future contracting opportunities related to access management technologies in Philadelphia. Providers wishing to respond to this RFI should read this document carefully along with the recommended supporting information.

This is a request for information, and is not a request for a proposal of any kind. The responses to this RFI will be used by the City as background information for preparation of potential future contracting opportunities related to access management technology, equipment, operations or services. A response to this RFI is not a requirement to submit a proposal for any future contracting opportunity.

The City of Philadelphia will not pay for any information received or costs incurred in preparing responses to the RFI. Therefore, any costs associated with voluntary responses are solely at the interested vendor's expense. Further inquiry from the City related to responses shall be at the City's sole discretion and nothing in the RFI shall create an obligation on the City to respond to the submitting party or at all.

3. WHO SHOULD RESPOND

The City welcomes responses from access management contractors, equipment vendors (including bollards, gates, software, etc.), operators, technology specialists, experts, community organizations, and entrepreneurs working locally, nationally, or internationally.

4. HOW TO RESPOND

One electronic copy in machine-readable format (PDF preferred, MS Word format also accepted) should be sent via email to scott.harris@phila.gov with the subject line “[**Firm Name**] – RFI - Public Access Management Submission”.

Please use the RFI template provided in Appendix A for your responses. Email attachments should not exceed 10 MB in total size. If large attachments are required, please use a file sharing service.

Respondents need not address every subject listed in the Response Template to respond to this RFI, but should identify the subject areas to be addressed, and describe their approach and methods for each.

Your submission should include:

- A cover letter that identifies the type of organization or business of the Respondent, summarizes the key portions of your response, and indicates if supporting documentation is included in your response. Cover letters should not exceed two pages and should provide clear information on the primary contact person for the respondent.
- The completed response itself, which should follow the format outlined in Appendix A, covering any or all of the areas of information requested by this RFI.

It’s encouraged that you limit the size of your response to 10 pages or less including supporting documentation. The two-page cover letter is not included in this total. Responses must be received no later than **Monday, February 7, 2022 at 5:00 PM EST**.

Questions regarding this RFI are to be submitted to scott.harris@phila.gov no later than 5:00 PM (EST) on Monday, January 17, 2022. All questions received by this date and time will be answered appropriately. Comment titles should read, “[**Firm Name**] – RFI - Question”. The City expects to respond by Friday, January 21, 2022 to questions received by that date and time.

Based on the RFI submissions, respondents may be invited to give formal presentations to the City the week of February 24, 2022.

RFI Timeline

1. RFI Release	December 22, 2021
2. Question regarding the RFI due	January 17, 2022
3. Responses provided	January 21, 2022
4. RFI submission due date	February 7, 2022

Review team and confidentiality:

Our review team will include City staff in the Office of Transportation & Infrastructure Systems and other public officials in addition to the City's partners including its planning or business consultants. The review team will NOT include representatives of any firms currently contracted by the City of Philadelphia to provide vehicular access management equipment or services.

If any part of your proposal is confidential, please submit that portion separately, clearly labelling it as confidential.

5. CONDITIONS REGARDING RESPONSES.

The Respondent shall be fully responsible for all costs associated with the development, preparation, transmittal, and submission of any Response or material submitted in response to this RFI. The City assumes no contractual or other obligations as a result of the issuance of this RFI, the preparation or submission of a Response by a Respondent, the evaluation of Responses, or the selection of any Respondent for further discussions.

It shall be the Respondent's responsibility to ensure that its Response is complete, accurate, and submitted by the Submission Date/Time.

No oral response by any employee or agent of the City shall be binding on the City, or shall in any way constitute a commitment by the City.

Upon submission, a Respondent's Response shall be the property of the City and will not be returned.

6. RIGHTS AND OPTIONS RESERVED.

In addition to the rights reserved elsewhere in this RFI, the City reserves and may exercise, at its sole and absolute discretion, any one or more of the following rights and options with respect to this RFI if the City determines that doing so is in the best interest of the City:

- a. To reject, or decline to consider, any Response or all Responses; to cancel the RFI at any time; to elect not to proceed with further discussions with a Respondent or with any Respondent; or to reissue the RFI, or to issue a new RFI (with the same, similar or different terms);

- b. To waive, for any Response, any defect, deficiency, or failure to comply with the RFI (collectively, "Defect") if, in the City's sole judgment, the defect is not material to the Response;
- c. To extend the Submission Date/Time and/or to supplement, amend, substitute or otherwise modify the RFI at any time prior to the Submission Date/Time, by posting notice thereof on the City web page(s) where the RFI is posted;
- d. To require, permit or reject amendments (including, without limitation, submitting information omitted), modifications, clarifying information, and/or corrections to Responses by some or all Respondents at any time before or after the Submission Date/Time;
- e. To require, request or permit, in discussions with any Respondent, any information relating to the City's vehicular access management practices that the City deems appropriate, whether or not it was included, described, identified, or otherwise reflected in the Response;
- f. At any time determined by the City, to discontinue vehicular access management discussions with any Respondent or all Respondents, and/or initiate vehicular access management discussions with any other Respondent or with vendors that did not respond to the RFI; and,
- g. To do any of the foregoing without notice to Respondents or others, except such notice as the City, in its sole and absolute discretion, elects to post on the City web page(s) where this RFI is posted.

This RFI, and the process described are proprietary to the City, are for exclusive benefit of the City. Upon submission, Responses to this RFI shall become the property of the City, which shall have unrestricted use thereof.

Responses may be subject to public disclosure under the Pennsylvania Right-to-Know Law. However, a "record that constitutes or reveals a trade secret or confidential proprietary information" is exempt from access by a requester under that law. Ultimate determination of the application of that exemption cannot be assured, but Respondents are advised to mark clearly any portion(s) of any submittal believed to qualify for that exemption. By submitting its Response, the Respondent agrees to these terms.

APPENDIX A:

RFI RESPONSE TEMPLATE

1. GENERAL INFORMATION		
1.1.	Organization Name:	
1.2.	Street Address:	
1.3.	City, State, Zip:	
1.4.	Primary Business:	
1.5.	Point of Contact Name:	
1.6.	Title:	
1.7.	Phone:	
1.8.	Email:	
1.9.	Organization Web address:	
1.10.	Willing to make a presentation the week of February 24 for the City if requested?	
2. PROPOSAL INTRODUCTION		
2.1.	Provide a brief description of the company, services offered, and organization size. Please include the number of years the company has been supporting this solution; number of full-time employees; and all other office locations.	
2.2.	Provide a description of your relevant experience and expertise.	
3. PROPOSAL BODY		
3.1	How can your solution help manage vehicular access to streets and recreational spaces?	
3.2	What solution(s) do you have to make vehicular access management more reliable?	
3.4	How would you propose to deploy new equipment or technologies in a way that assures safe, usable streets, and rights of way?	
3.5	Can your technology and equipment be operated remotely? If so, please describe.	

3.7	What resources or inputs from the City of Philadelphia would be required of your solution? Consider permits, street access, utility location, etc.
3.10	Please use this section to include information or recommendations that have not been addressed elsewhere in your response.