

# **CITY OF NEW ORLEANS**



**REQUEST FOR INFORMATION**

**FOR**

**MARKET RESEARCH**

**AFFORDABLE PARKING FOR HOSPITALITY  
WORKERS**

**RFI NO. 4064**

**RELEASE DATE: August 22, 2024**

**SUBMISSION DEADLINE: September 20, 2024**

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## **A. Introduction**

This Request for Information is used to gain working knowledge to be used for market research.

The Request for Information is open to all prospective suppliers and is publicly posted on the City of New Orleans' Supplier Portal so that any supplier may submit a response.

A supplier is not required to respond to this Request for Information to submit a proposal if a sourcing event is subsequently issued.

This information is only to assist the City of New Orleans in determining how best to fulfill the requirements described herein.

Should the City of New Orleans determine to proceed with a solicitation based on the responses to this Request for Information, the City of New Orleans may then issue one of the following sourcing events: a request for proposal, a request for qualifications, an invitation to quote or an invitation to bid.

The sourcing event selected will be in accordance with the City of New Orleans' purchasing policies and procedures.

## **B. Definitions**

“**BRASS**” means the City’s purchasing portal for budget, solicitation, purchase order, contract, and payment.

“**City**” means City of New Orleans.

“**O.N.E.**” means Office of Nighttime Economy.

“**RFI**” means this Request for Information.

“**Sourcing Event**” means a Request for Proposal, a Request for Qualifications, an Invitation to Quote, or an Invitation to Bid, or any similar solicitation.

“**Supplier Portal**” means the external platform of BRASS where solicitations are posted.

## **C. Purpose**

The purpose of this RFI is to provide O.N.E. with information regarding parking supplier interest in participating in an Affordable Parking Program modeled after Austin, TX which provides downtown hospitality workers with access to discounted parking through the evening hours.

In New Orleans, our goals in creating an Affordable Parking Program include:

- Reducing costs, stress and walking distances for front-line hospitality workers while increasing financial security, safety and peace of mind.
- Increase workforce reliability by reducing instances of tardiness and no-shows for culture and hospitality businesses.
- Reduce vehicular traffic in the French Quarter during peak evening hours

## **D. Background**

Finding and paying for parking is a significant burden for the people who make New Orleans' nightlife the envy of the world. Many (though not all) hotels and casino workers are provided on-site parking, but many of our local restaurant, bar and music venue workers scramble to find (and pay for) a spot before work. And with many of these essential jobs concentrated in the French Quarter, its narrow streets are often clogged during evening rush-hour with workers struggling to find a place to park.

Our city's economy & culture will be improved when affordable, conveniently located parking is made more accessible to our hospitality workers. The City of New Orleans is seeking information from parking operators in the French Quarter, Marigny and CBD about potentially available parking supply for nighttime hospitality workers in downtown New Orleans. In the hospitality industry, night shifts can begin as early as 2pm and end as late 7am.

## **E. Statement of Need**

The City is seeking information from parking providers with facilities (surface lots and garages) in downtown New Orleans (excluding parking facilities located within the French Quarter).

To participate in a future affordable parking program for hospitality workers, parking operators will need to meet all of the following criteria:

- Operate at least one (1) parking facility in the CBD, Tremé, or Marigny
- Can designate parking spaces to be used exclusively by approved New Orleans hospitality workers during \*designated hours\*
- Has administrative capacity to perform the following:
- Process applications, including confirmation of applicant's place of employment via phone call/email with employer
- Share all accepted applications with O.N.E. for approval and record-keeping

O.N.E. will provide a publicly accessible listing of participating parking operators, including how many spaces are currently available, with instructions, links to apply, and an interactive mapping tool. O.N.E. will promote this program directly to hospitality businesses in the area, as well as to the industry as a whole.

## **F. Contents of Submission**

The City asks for the following information with any submission by an interested vendor:

- List your company's complete name, place of business address, telephone number, email address and the contact person assigned to this RFI;
- Provide your company's background (years in operation, ownership information, and staff size);
- Provide current monthly and day rates to park for each relevant facility
- Provide an estimate of the number of parking spaces at each relevant lot or garage to serve as discounted spaces for hospitality workers

### **G. Schedule of Events**

RFI advertised and posted to Supplier Portal	August 22, 2024
Deadline to submit questions	September 11, 2024
Deadline to Respond to RFI	September 20, 2024

### **H. Submittal Process**

#### Questions

You must submit your questions through the City's BRASS event portal.

#### Response

You must submit your response in BRASS by the above deadline.

Responses must be double-sided 8 ½" x 11" pages (exclusive of the tab and other separating page).

#### Purchasing Designated Official

The Bureau of Purchasing assigned the following official to this RFI:

- First and Last Name: Pia Magee
- Email address: pmagee@nola.gov
- Telephone number: 504-658-1537

#### Registration

The City strongly encourages registration in BRASS prior to responding to this RFI.

BRASS is free and allows potential suppliers the ability to view current sourcing events along with their requirements.

### **I. Additional Information**

#### Rights and Options reserved.

This RFI does not commit the City to contract for any supplies or services.

Further, the City is not seeking proposals through this RFI and will not accept unsolicited proposals.

In addition to the rights reserved elsewhere in this RFI, the City reserves and may, in its sole discretion, exercise the right to cancel or modify this RFI at any time at will, with or without notice.

Please note that this RFI and any related discussions or evaluations by anyone create no rights or obligations whatsoever.

The City may revise the RFI, which will be formalized by the issuance of an addendum to the RFI.

Responses to the RFI are non-binding on the City or respondent to the RFI.

The City shall not be liable for any cost incurred by respondents associated with developing a submission, preparing for discussions (if any) or any other costs, incurred by the respondent associated with this RFI.

The materials submitted in response to this request shall become the property of the City.

Public Records Law/Confidentiality

All financial, statistical, personal, technical and other data and information submitted in response to this RFI shall not be considered confidential.

The City shall not be required to keep confidential any data or information submitted in response to this RFI.

All material will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations.

The City may accept requests from any interested party to keep the information in its submission confidential and may agree to confidentiality if appropriate in accordance with state and federal law.

The proposer may also seek a protective order from a court of proper jurisdiction preventing the release of such information.

***[END OF RFI]***

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