

# Agenda Report

October 5, 2020

**TO:** Honorable Mayor and City Council

**FROM:** Department of Transportation

**SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH INTER-CON SECURITY SYSTEMS, INC. FOR CITYWIDE PARKING ENFORCEMENT SERVICES IN AN AMOUNT NOT TO EXCEED \$3,834,118 FOR THE INITIAL THREE-YEAR TERM**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the authorization to enter into a contract with Inter-Con Security Systems, Inc. for citywide parking enforcement services is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b) (3) ; and
2. Authorize the City Manager to enter into a contract, as a result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Inter-Con Security Systems, Inc. for citywide parking enforcement services on designated streets, lots and parking structures in an amount not to exceed \$3,834,118. for the initial three year term; and
3. Authorize the City Manager to extend the contract for up to two additional one year terms, provided any increases do not exceed the increase in the change in the Los Angeles-Riverside-Orange County consumer's price index for the preceding 12 month period.

## **EXECUTIVE SUMMARY:**

The City's Parking Enforcement Program is currently supplemented with contract personnel. The City's current contract with Inter-Con Security, Inc. for parking enforcement services will expire on September 30, 2020. In June 2020, the City released a Request for Proposals for citywide parking enforcement services and is requesting authorization to enter into a contract with Inter-Con Security Systems, Inc. for an amount not to exceed \$3,834,118 for an initial three year term, with two additional one year terms. For any renewal year, adjustment to the compensation rate will reflect the change in the Los Angeles-Riverside-Orange

County consumer's price index for the preceding 12 month period. At no time shall the new compensation rate be less than the compensation rate immediately preceding the adjustment or more than 5% greater than the previous compensation rate prior to the adjustment.

**BACKGROUND:**

The Department of Transportation has primary responsibility for the administration of the City's parking enforcement program which includes, but is not limited to: enforcement of all Federal, State and City statutes, laws, ordinances and regulations for on-street and off-street parking; analysis of parking enforcement operations by area and by officer; and report preparation for parking enforcement activities.

The City has 320 miles of streets with an estimated 1,250 metered (multi-space and electronic single-head meters) and 13,000 non-metered spaces on street. The City also owns four surface parking lots and nine parking garages with over 7,000 parking spaces. Additionally there are currently ten Preferential Parking Districts, which restrict residential and /or commercial parking, and overnight parking is prohibited in most of the City without a valid permit.

The City's Parking Enforcement Program currently consists of three full-time and four part-time Parking Enforcement Representatives, one Senior Parking Enforcement Representative and a Parking Services Supervisor employed by the City. With such a large area to provide coverage 24 hours a day, seven days a week, the program is supplemented with contract personnel who provide parking patrol and related services during peak hours of operation or when City staff is unavailable due to scheduling constraints.

In September 2015, following a Request for Proposal process, the City entered into contract number 30,099 with Inter-Con Security Systems, Inc. for supplemental parking enforcement services. The term of the contract was for three years with two optional one-year extensions. The term of that contract, including the two one-year options expired on September 30, 2020.

On June 3, 2020, the Department of Transportation released a Request for Proposals (RFP) to solicit proposals for citywide parking enforcement services. The initial contract term specified in the RFP is for three years with an option for two additional one-year terms at the discretion of the City Manager based upon performance and availability of City funds, provided any increases do not exceed the increase in the change in the Los Angeles-Riverside-Orange County consumers price index for the preceding 12 month period. Pending City Council approval, the new contract is expected to begin on November 1, 2020.

As stated in the City's RFP, the contractor shall provide citywide parking enforcement services which includes enforcement of all Federal, State, and City parking regulations on City streets, City facilities, recreational areas and any private locations via contractor, dispatch duties, and related duties as further detailed in scope of work in the RFP.

The contractor shall also provide equipment to support parking enforcement under this contract, including: six electric patrol vehicles, six license plate recognition units, one pickup truck for equipment transport, eight patrol bicycles, and the uniforms and day to day

equipment for the officers. The City will provide radios and handheld citation issuance equipment.

On August 17, 2020, four proposals were received from Inter-Con Security, LAZ Parking, Parking Concepts Inc. and Republic Parking System. These proposals were then evaluated based on the following criteria:

<b>Criteria</b>	<b>Weight</b>
Responsiveness and Comprehensiveness of Proposal to RFP	10 pts
Contractor Capabilities	15 pts
Integration Abilities and Unique Services	15 pts
Operational Plan	25 pts
References/Site Visits	5 pts
Price	20 pts
Local Pasadena Business Preference	5 pts
Small and Micro-Business Preference	5 pts
<b>Total</b>	<b>100 pts</b>

The proposals were evaluated by a committee consisting of City of Pasadena employees from two departments: Planning and Community Development and Transportation. The table below provides the average total score received by each company:

<b>Company</b>	<b>Location</b>	<b>Score</b>
Inter-Con Security Systems, Inc.	Pasadena, CA	87
LAZ Parking	Los Angeles, CA	66
Parking Concepts, Inc.	Los Angeles, CA	68
Republic Parking System, LLC.	Chattanooga, TN	75

The proposal by Inter-Con Security Systems, Inc. was rated highest on the basis of the firm's overall responsiveness to the RFP, ability to provide the services required, operation plan, and price. Based upon the scores above, staff recommends award of the contract to Inter-Con Security Systems, Inc.

**COUNCIL POLICY CONSIDERATION:**

This project is consistent with the City Council's goal of the Strategic Plan: Maintain Fiscal Responsibility and Stability. It also supports and promotes the quality of life and the local economy.

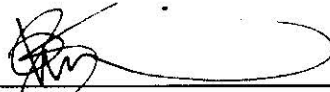
**ENVIRONMENTAL ANALYSIS:**

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The citywide parking enforcement contract will not result in any significant effect on the environment.

**FISCAL IMPACT:**

The contract amount for the initial three-year term is \$3,834,118. The annual not to exceed contract amount will be \$1,237,275 for the first year, \$1,277,590 for the second year, and \$1,319,254 for the third year. Funding for the contract will be addressed by the utilization of existing budgeted appropriations in contract services account 10124006-811400.

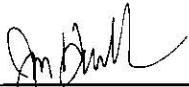
Respectfully submitted,



---

LAURA CORNEJO  
Director  
Department of Transportation

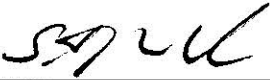
Prepared by:



---

JON HAMBLLEN  
Parking Manager

Approved by:



---

STEVE MERMELL  
City Manager

Attachment (1):

Attachment A - Parking Enforcement Contract Evaluation Sheet