

Agenda Report

July 27, 2015

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Transportation

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH INTER-CON SECURITY, INC. FOR CITYWIDE PARKING ENFORCEMENT SERVICES IN AN AMOUNT NOT TO EXCEED \$2,902,366 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, 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 without competitive bidding pursuant to City Charter Section 1002(F), contracts for professional or unique services, with Inter-Con Security, Inc. for citywide parking enforcement services on designated streets, lots and parking structures in an amount not to exceed \$2,902,366 for the initial three year term, with an estimated annual contract amount of \$967,455;
3. Appropriate additional \$234,143 in FY 2016, to be included in the existing FY 2016 adopted budget of \$641,449 for parking enforcement services, from the available fund balance in Fund 101 Parking Enforcement to account 10124006-811400 and;
4. Authorize the City Manager to extend the contract for up to two additional one year terms, without further City Council approval, 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.

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, 2015. In June 2015, 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, Inc. for an amount not to exceed \$2,902,366 for an initial three year term, with two additional one year terms, without further City Council approval.

BACKGROUND:

The City's Parking Enforcement Program currently consists of two full-time and three part-time Parking Enforcement Representatives, one Senior Parking Enforcement Representative and a Parking Enforcement Supervisor employed by the City. The program is supplemented with contract personnel who provide parking patrol and related services. In August 2009, following a Request for Proposal process, the City entered into contract number 19,950 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. On July 14, 2014, the City Council approved an additional one year extension to the contract to avoid disruption of parking enforcement services while a new parking management system was implemented. On May 18, 2015, the City Council approved a two month extension to the contract to allow the issuance of an RFP for Parking Enforcement Services and contract award. The current contract with Inter-Con Security expires on September 30, 2015.

On June 1, 2015, 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. The new contract is expected to begin on October 1, 2015.

This contract shifts the responsibility to provide and maintain parking enforcement equipment to the Contractor and moves the associated costs from the operating budget to the contract budget. This shift is anticipated to save the City \$60,200 in costs annually or \$180,600 over the initial three year period.

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 Section 9 of the RFP.

Representatives from 4 companies attended the mandatory Pre-Proposal meeting held on June 10, 2015. On June 29, 2015, two companies submitted proposals: Contact Security, Inc. and Inter-Con Security, Inc. These proposals were then evaluated based on the following criteria:

Criteria	Weight
Management, Operation and Deployment Program	15 pts
Proposer's Experience and Capabilities as determined in interviews of Management Personnel	15 pts
Proposer's Attributes	10 pts
Proposer's References	15 pts
Proposer's Parking Enforcement Employee Turnover Rate	15 pts
Price	20 pts
Local Pasadena Business Preference	5 pts
Small and Micro-Business Preference	5 pts
Total	100 pts

The proposals were evaluated by a committee consisting of representatives from the South Lake Parking Place Commission, the Old Pasadena Parking Meter Zone Advisory Commission, and the City of Pasadena. The table below provides the average total score received by each company:

Company	Location	Score
Inter-Con Security, Inc.	Pasadena, CA	73
Contact Security, Inc.	Brea, CA	50

The proposal by Inter-Con Security, Inc. was rated highest on the basis of the firm's Attributes, References and Price. Based upon the scores above, staff recommends award of the contract to Inter-Con Security, 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 \$2,902,366. This amount includes the base contract of \$2,764,158 plus a contingency of \$138,208. The annual contract amount is estimated at \$967,455.

The total cost for parking enforcement services for FY 2016 is \$875,592, which includes \$150,000 from the existing contract number 19,950 with Inter-Con Security, Inc. that will expire on September 30, 2015 and \$725,592 for this new contract with Inter-Con Security, Inc. for the period October 1, 2015 through June 30, 2016.

The FY 2016 adopted budget includes \$641,449 for the citywide parking enforcement services contract. Additional budget appropriation of \$234,143 to account 10124006-811400 is needed, for a total cost of \$875,592, from the available fund balance in Fund 101 Parking Enforcement. Additional funding for this action is available through Fund 101 Parking Enforcement and is offset by citation and permit revenue.


Respectfully submitted,



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