



Agenda Report

August 27, 2018

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Transportation

SUBJECT: ENTER INTO A TEN-YEAR CONTRACT WITH TIBA PARKING SYSTEMS, LLC IN AN AMOUNT NOT TO EXCEED \$4,459,686 AND INCREASE BUDGET APPROPRIATIONS TO FUND 407 OFF-STREET PARKING FACILITIES FOR NEW PARKING ACCESS AND REVENUE CONTROL SYSTEM

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment; and
2. Authorize the City Manager to enter into a ten-year contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with TIBA Parking Systems, LLC for the purchase, installation, and maintenance of a new parking access and revenue control system (PARCS) for the Paseo Subterranean, Marengo, Los Robles, Holly Street, Del Mar Station, Schoolhouse, DeLacey, and Marriott garages for an amount not to exceed \$4,459,686, which includes a 15 percent contingency. Competitive bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services); and
3. Appropriate \$3,740,598 for capital purchase from Fund 407 Off-Street Parking Facilities unappropriated fund balance to the various garage organizations in Fund 407 as listed in the Fiscal Impact section of this agenda report. The Off Street Parking Fund will pay the full amount up front and be reimbursed through financing.

EXECUTIVE SUMMARY:

The Parking Access and Revenue Control System (PARCS) controls access to the City's garages for daily and monthly parkers. The PARCS collects the revenue associated with parking in the garages and consists of gates, ticket dispensers and collectors, cameras, pay on foot machines, and other equipment as well as the software to control this equipment. The PARCS in eight of the nine parking garages owned by the City and operated by the Department of Transportation have reached or exceeded their useful life and require replacement. Staff used a Request for Proposals (RFP) process to solicit proposals for installation and maintenance of a consolidated PARCS for the eight garages for a ten-year period. Six companies submitted proposals, and three companies were invited to be interviewed based on the strength of their proposals. Staff recommends award of the contract to TIBA Parking Systems.

BACKGROUND:

The City owns nine parking garages located in the Civic Center and Old Pasadena areas. The manufacturer of the current PARCS in the three Old Pasadena garages (Schoolhouse, DeLacey, and Marriott) is Zeag and this system was installed in 2005. The manufacturer of the current PARCS in five of the Civic Center garages (Holly, Paseo Subterranean, Los Robles, Marengo and Del Mar) is SkiData. The SkiData system was installed in the Paseo garages (Paseo Subterranean, Los Robles, and Marengo garage) in 2000; in the Del Mar garage in 2006; and in the Holly garage in 2005. PARCS generally last eight to ten years. The PARCS in each of these eight garages has reached the end of, or far exceeded, its useful life and needs to be replaced. The Plaza Las Fuentes garages uses SkiData, and the equipment was recently upgraded under a separate agreement with Downtown Properties.

Installation of a new PARCS will fulfill several audit requirements including increased automation of the garages, real time system monitoring by City staff, increased ticket control, and enhanced reporting capabilities.

On December 27, 2017, the City released an RFP soliciting proposals for the purchase and installation of PARCS in eight City-owned garages. The contract term specified in the RFP is for ten years which includes ongoing system maintenance. Representatives from 14 companies attended the mandatory pre-proposal meeting held on January 10, 2018. On March 7, 2018, six companies submitted proposals:

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|---------------------------------------|------------------|
| ▪ Amano McGann, Inc. (Amano) | Yorba Linda, CA |
| ▪ Scheidt & Bachmann USA, Inc. | Lowell, MA |
| ▪ Sentry Control Systems LLC (Sentry) | Los Angeles, CA |
| ▪ T2 Systems, Inc. (T2) | Indianapolis, IN |
| ▪ TIBA Parking Systems, (TIBA) | Columbus, OH |
| ▪ WPS USA, Corporation (WPS) | Glendale, CA |

The proposals were reviewed and evaluated by an inter-departmental committee of representatives from the City of Pasadena and the City of Inglewood based on the stated criteria in the RFP.

Criteria	Weight
Management and Approach	15%
Experience and Staff	15%
Attributes	10%
References	15%
System Functionality	20%
Price	15%
Local Pasadena Business Preference	5%
Small and Micro-Business Preference	5%
Total	100%

The top three ranked companies were invited to participate in an interview to determine the final rankings. The table below provides the average total score received by each of the three interviewed companies:

Company	Score
TIBA	76.3
Amano	73.5
Sentry	61.9

The proposal by TIBA was rated highest on the basis of their comprehensive System Functionality; Management and Approach; Experience and Staff; and Price. On the basis of the above findings, staff recommends award of the contract to TIBA Parking Systems. Installation of PARCS is estimated to begin in fall/winter 2018.

The proposed PARCS will be equipped with new features that will improve the parking experience for patrons of the City's garages including online account management, online parking validations, license plate recognition for faster entrance/exit, and pay on foot options.

The proposed PARCS will also provide enhanced reporting and audit capabilities and will provide the ability for staff to monitor the parking operations in real time via a web portal.

The system has a two-year warranty with a technician on site 40 hours per week for the first two years. After the initial warranty period, a local technician will respond to calls for service.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's strategic planning goal to improve, maintain, and enhance public facilities and infrastructure. This project also supports and promotes the quality of life and the local economy.

ENVIRONMENTAL ANALYSIS:

This 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 PARCS contract will not result in any significant effect on the environment.

FISCAL IMPACT:

The cost of this action is \$4,459,686 (\$3,740,598 capital cost and \$719,088 maintenance for year 3 through year 10), includes a 15 percent contingency.

The following table represents the project cost summary.

One-Time Capital Cost:	
Purchase and installation (Includes year 1 and year 2 warranty and maintenance.)	\$ 3,252,694
15% Contingency	\$ 487,904
Total One-Time Capital Cost	\$ 3,740,598
Ongoing Maintenance Cost:	
Ongoing maintenance beginning in year 3 through year 10	\$ 625,294
15% Contingency	\$ 93,794
Total Ongoing Maintenance Cost	\$ 719,088
Total Contract Amount	\$ 4,459,686

The Department of Transportation recommends appropriating \$3,740,598 in Fiscal Year 2019 for capital costs from projected year-end unappropriated fund balance in Off-Street Parking Facilities Fund 407 to the following accounts:

Garage	Account	Base Amount	Contingency	Total Amount with Contingency
Holly Street	40724009-850600	\$ 287,060	\$ 43,059	\$ 330,119
Schoolhouse	40724023-850600	\$ 425,556	\$ 63,833	\$ 489,389
DeLacey	40724024-850600	\$ 276,654	\$ 41,498	\$ 318,152
Marriott	40724025-850600	\$ 168,615	\$ 25,292	\$ 193,907
Marengo	40724029-850600	\$ 248,509	\$ 37,276	\$ 285,785
Los Robles	40724030-850600	\$ 321,124	\$ 48,169	\$ 369,293
Paseo Subterranean	40724031-850600	\$ 1,155,964	\$ 173,395	\$ 1,329,359
Del Mar	40724032-850600	\$ 369,212	\$ 55,382	\$ 424,594
	Total	\$ 3,252,694	\$ 487,904	\$ 3,740,598

The current unappropriated fund balance in Off-Street Parking Facilities Fund 407 is approximately \$1,500,000. Fund 407 is projected to end Fiscal Year 2019 with an unappropriated fund balance of approximately \$4,000,000. An outright purchase of the PARCS from Fund 407 would have a negative impact to the fund balance; therefore, in addition to increasing budget appropriation, staff will return to City Council to recommend adopting a resolution declaring intent for reimbursement via the Equipment Lease agreement with Chase.

Once the PARCS is delivered and installed, staff will return to the City Council seeking approval for financing of the TIBA PARCS equipment. Fund 407 will then be reimbursed through the Equipment Lease agreement with Chase. Staff recommends the lease purchase agreement, as there is not sufficient fund balance available for an outright purchase. There is sufficient annual revenue in Fund 407 to cover the PARCS lease payment estimated at \$600,000 to \$650,000 per year.

Ongoing maintenance costs totaling \$719,088 will be programmed into the Department of Transportation's annual operating budget in their respective parking garage accounts under object code 811400 beginning in year three. Annual maintenance cost from year three to year 5 is \$83,368, and annual maintenance cost from year 6 to year 10 is \$93,797.

Respectfully submitted,


for FREDERICK C. DOCK
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