



Agenda Report

September 16, 2019

TO: Honorable Mayor and City Council
FROM: Department of Transportation
**SUBJECT: AMENDMENT TO CONTRACT NO. 21192 WITH T2 SYSTEMS, INC.
FOR AN INTEGRATED PARKING MANAGEMENT SYSTEM**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed actions are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b) (3); and
2. Authorize the City Manager to amend Contract No. 21192 with T2 Systems, Inc. to increase the contract amount by \$119,034 (inclusive of a 10% contingency), thereby increasing the total not-to exceed amount from \$945,502 to \$1,064,536 through October 31, 2020; and
3. To the extent, this could be considered a separate procurement subject to the Competitive Selection Process, it is further recommended that the City Council grant the proposed contract an exemption from the Competitive Selection Process pursuant to Pasadena Municipal Code (P.M.C.) Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

Following a competitive selection process, on September 24, 2012, City Council authorized the City Manager to enter into a contract with T2 Systems, Inc. for an integrated parking management system including handheld ticket writing units, a customer web portal and reporting capabilities in the amount of \$747,322 for a five-year period. The original contract term with T2 was to October 29, 2017.

On September 25, 2017, City Council authorized a one-year extension of the contract with T2 in the amount of \$99,887.

On September 17, 2018, City Council authorized a second one-year extension of the contract with T2 in the amount of \$98,293. The contract extension expires on October 31, 2019.

The previous extensions provided staff with time to research and evaluate more effective means of handling parking citation and permit management, including citation processing, permit applications and fulfillment, and web-based customer service interfaces. The Department of Transportation released an RFP on August 13, 2019 with the intention of selecting a new solution that incorporates the findings from this process.

Staff is recommending one final extension of the T2 contract. Although the project schedule anticipates the contract being awarded in March of 2020, an extension to October 31, 2020 will allow time for to complete the transition process to the new system, while maintaining the current software to run in parallel while the new solution is implemented. Temporarily running parallel systems will ensure a smooth transition and provide continuity of service to the public.

Approving the extension provides uninterrupted service for parking citation and permit processing, including citation and permit issuance and tracking, payment tracking and other division-critical functions. Allowing the contract to expire would result in a substantial loss of revenue to the City's general fund.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's goal to maintain fiscal responsibility and stability.

ENVIRONMENTAL ANALYSIS:

The project has been reviewed for compliance with the California Environmental Quality Act 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 integrated parking management system contract will not result in any significant effect on the environment.

FISCAL IMPACT:

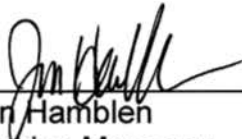
The cost of this action will be \$119,034, including a 10% contingency, for this 12-month extension of the contract for a revised total contract value of \$1,064,536. Funding for this action will not require additional budget appropriation and will be utilized from existing FY 2020 budget appropriations and future planned budget appropriations in account 10124006-811400.

Respectfully submitted,



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Director
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Approved by:



STEVE MERMELL
City Manager