

Agenda Report

January 23, 2023

TO: Honorable Mayor and City Council

FROM: Department of Transportation

SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACTS TO RELOCATE PARKING ACCESS AND REVENUE CONTROL SYSTEM AND CITY EMPLOYEE PARKING INCLUDING TIBA LLC, UNIFIED PARKING SERVICE INC., AND ABM INDUSTRY GROUPS, LLC.

RECOMMENDATIONS:

It is recommended that the City Council:

1. Find that this action is exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3) of General Rule that CEQA only applies to projects that may have an effect on the environment;
2. Authorize the City Manager to enter into a contract with TIBA LLC (TIBA) to relocate a Parking Access and Revenue Control System (PARCS) from the Holly Street garage to the Plaza Las Fuentes (PLF) garage in an amount not to exceed \$174,763, which includes the base contract amount of \$151,968, and a contingency of \$22,795 to provide for any necessary change orders;
3. Authorize the City Manager to enter into a contract with Unified Parking Service, Inc., (Unified) of Pasadena to provide 200 parking spaces at the 473 Union Street parking facility, in an amount not to exceed \$146,000;
4. Authorize the City Manager to enter into a contract with ABM Industry Groups, LLC (ABM) to provide 100 parking spaces at the 245 Ramona Street Judicial Council of California parking facility, in an amount not to exceed \$78,000; and
5. Competitive Bidding is not required pursuant to the City Charter Section 1002(F), contracts for professional or unique services. To the extent these transactions could be considered a separate procurement subject to the Competitive Selection Process, grant the proposed contracts with TIBA, Unified, and ABM and an exemption from the Competitive Selection Process set forth in the Competitive Bidding and Purchasing Ordinance pursuant to the Pasadena Municipal Code Section 4.08.049 (B), contracts for which the City's best interests are served.

BACKGROUND:

On February 1, 1972, the City entered a fifty-one (51) year agreement with the First Baptist Church (Church) to allow the City to construct and operate a parking garage on a church-owned parcel (APN 5723-025-021) located at 150 E. Holly Street, also referred to as Holly Street Garage (Holly). The agreement expires on January 31, 2023. Upon mutual agreement, the agreement will not be extended, and the Church has elected to keep and operate the garage. Due to the removal of Holly Garage from the City's public parking inventory the City has decided to remove the Parking Access and Revenue Control System (PARCS) and relocate City employees currently parking at Holly Garage to nearby parking facilities.

PARCS Equipment

As the Church will be installing its own PARCS equipment, the City can relocate the existing equipment to another City-owned facility. At the time that the City issued the request for proposals for the TIBA PARCS equipment, Plaza las Fuentes (PLF) was not included as one of the City-owned garages to be upgraded to the new system. With the removal of the equipment from Holly Garage coinciding with the end of the useful life of the system currently at PLF, staff is recommending relocating the system. The cost of the relocation is \$174,763.

The City entered into a 10-year maintenance agreement with TIBA to provide warranty and repair services for the life of the equipment. For the warranty agreement to remain in effect, only TIBA may remove the equipment from Holly, and install it in PLF. The TIBA equipment relocation to PLF will unify the City's remaining eight garages under one system allowing for greater control and more accurate, consistent reporting that may influence future parking strategy considerations, including City employee parking.

Parking Agreements

Approximately 422 City employees and 41 City vehicles currently park in the Holly Garage. The Department of Transportation (DOT) has identified other parking facilities within walking distance of City offices with the capacity to accommodate additional parkers. Agreements are needed with Unified Parking Service, Inc. and ABM Industry Groups, LLC to use their facilities through December 31, 2023.

Although City Departments pay to provide their employees with parking, DOT will administer the agreements and continue to collaborate with the City Departments' employee parking needs.

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 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 TIBA equipment relocation expense and parking agreements will not result in any significant effect on the environment.

FISCAL IMPACT:

This action will cost \$398,763 for all agreements, including a 15% contingency for the equipment relocation. The breakdown of the agreements is demonstrated in the below table.

Entity	Agreement Cost	Contingency	Total
TIBA Parking	\$151,968	\$22,795	\$174,763
Unified Parking Service	\$146,000	\$0	\$146,000
ABM Industry Groups	\$78,000	\$0	\$78,000
		Grand Total	\$398,763

Funding for the equipment relocation will utilize existing appropriations in the FY23 adopted budget Fund 407-Off Street Parking Fund for the Plaza Las Fuentes garage (Contract Services Account 40724012-811400).

Currently, each department pays for their respective employees' parking costs thus, funding for employee parking will continue to use FY23 adopted budget for Unified and ABM parking contract costs. If contracts are approved, the departments' increased costs will be reflected in future department budgets, of which the General Fund may need to contribute an additional \$19,300 due to a higher monthly parking rate. These adjustments will be addressed through a future budget cleanup.

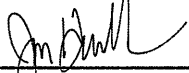
Currently, the City's General Fund cost for employee parking at Holly Garage across 13
Departments is \$347,760. Funding for employee parking for future years will be budgeted as
part of the operating budget process on an annual basis.

Respectfully submitted,



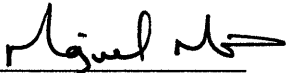
LAURA RUBIO-CORNEJO
Director
Department of Transportation

Prepared by:



JON HAMBLEN
Parking Manager

Approved by:



MIGUEL MÁRQUEZ
City Manager