



Agenda Report

June 10, 2024

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Transportation

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CALE AMERICA INC. DBA FLOWBIRD FOR PAY-BY-PLATE PARKING PAY STATIONS, EQUIPMENT UPGRADES AND ONGOING MAINTENANCE FOR AN AMOUNT NOT TO EXCEED \$5,716,140 AND APPROVE LOANS TO THE PLAYHOUSE PARKING METER FUND FOR A TOTAL OF \$900,000 FOR PARKING METERS IN THE PLAYHOUSE DISTRICT

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the recommended actions are exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines per Section 15301 (existing facilities), there are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances;
2. Authorize the City Manager to enter into an eight-year contract, as the result of the competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Cale America Inc. dba Flowbird in an amount not-to-exceed \$5,716,140, which includes a contingency of \$452,596 for pay-by-plate parking pay stations, equipment upgrades, and ongoing equipment maintenance for seven years after the initial year. Competitive price bidding is not required pursuant to City Charter Section 1002(F)(contracts for professional and unique services); and
3. Approve a loan from the Old Pasadena Parking Meter Fund (Fund 213) for \$550,000 and a loan from the Civic Center Meter Fund (Fund 214) for \$350,000 for a total loan amount of \$900,000 to the Playhouse Parking Fund (Fund 229) to procure and install pay-by-plate pay stations in the newly expanded Playhouse Parking Meter Zone.

BACKGROUND:

The City's parking meter technology has continued to age. The current inventory is located on-street and in surface lots, which is comprised of single-space meters and multi-space pay stations as well as kiosks for temporary overnight permits. This equipment is over 10 years old, and replacement parts have become either obsolete or very difficult to attain. As such, all the current on-street and surface lot paid parking equipment, multi-space pay stations and single-space meters, have reached the end of their operational life.

On December 22, 2022, the Department of Transportation posted a Request for Proposals (RFP) No. 2023-RFP-028 inviting vendors to submit proposals for pay-by-plate parking pay stations with a closing date of January 24, 2023. Although the RFP was intended for the Playhouse Village area, the RFP included language stating that the City was also looking to upgrade and standardize the current meter technology throughout the City and that proposers would be expected to honor pricing and specifications for future purchases.

Staff recommends standardizing the parking meter equipment throughout the City's paid parking meter zones. Additionally, upgrading the single space meters and standardizing the parking meter equipment will provide Parking Division staff with improved data and reporting, and will help improve financial controls by consolidating financial reporting to one platform. The new pay stations will continue to accept coin, credit card, and mobile application payments. This procurement will end the current pay-and-display option, adding convenience to users by removing the need to return to their vehicle to display a receipt.

The OpenGov system auto-generated notices to all vendors previously registered for this product category. A total of 2,242 vendors were notified, and of 23 vendors downloaded the RFP specifications, of which none were local. City staff also conducted a search for local on-street parking equipment vendors, and none were found. Six proposals were received electronically by the January 24, 2023, submission deadline, and all were deemed responsive. The six vendors who submitted proposals are listed below.

Vendor	Total Score
Cale America Inc. dba Flowbird out of Clearwater, FL	84.6
IPS Group Inc. out of San Diego, CA	75.0
T2 Systems Inc. out of Indianapolis, IN	70.8
Global Parking Solutions USA LLC out of Aliso Viejo, CA	65.2
LocoMobi World Inc out of Mississauga, ON	53.2
Blinkay USA LLC out of Dunedin, FL	44.7

In February 2023, a three-member panel reviewed the proposals, and the top three vendors were invited to participate in a parking meter demonstration and interviews. The community was also invited to test and provide input on the functionality and ease of use. Following the demonstration, the evaluation panel reviewed the community's input of the pay stations and assessed the written proposals and oral presentations for completeness,

understanding of the project, and their proven track record of dependability. In April 2023, based on the cumulative score, Cale America Inc. dba Flowbird ranked as the best-qualified proposer to meet the City's pay-by-plate pay station requirements.

This contract, in an amount not-to-exceed \$5,716,140, shall be for the procurement of:

1. New pay stations to replace all the outdated single-space meters throughout the City and have a useful life of approximately 10 years;
2. New pay stations to implement the new paid parking program in the Playhouse Village;
3. Upgrade the existing multi-space pay stations, including the Temporary Overnight and Daytime Parking Exemption Kiosks, by interchanging key components and reusing the existing housing software components;
4. Cumulative software fees for each pay station for the eight-year contract duration; and
5. Seven years of ongoing maintenance through the Parts Exchange Program, after the initial one-year manufacturer warranty.

The \$5,716,140 total contract amount accounts for a base contract of \$5,263,544 and a contingency of \$452,596.

Loans to the Playhouse Parking Meter Fund from the Old Pasadena Parking Meter Fund and the Civic Center Meter Fund are needed to pay for new parking meters, installation of parking meters, new signage, and installation of new signage by the Department of Public Works. Previous meter purchases for other districts in the City were financed at 60-month terms through JP Morgan Chase. The interfund loans for this purchase have been reviewed and are recommended by the City Treasurer to ensure the existing funds maintain an acceptable balance during the three-year term of the loan. Additional details regarding the loan terms are found in the Fiscal Impact section below.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's goal to improve, maintain, and enhance public facilities and infrastructure. It also supports and promotes the quality of life and the local economy. The project is consistent the Mobility Element of the General Plan objective to create a supportive climate for economic viability by working with existing businesses to assess parking needs and requirements.

ENVIRONMENTAL ANALYSIS:

The project has been reviewed for compliance with CEQA and is exempt per Section 15301 (existing facilities), which exempts from further environmental review those projects that consist of the minor alteration of existing facilities involving negligible or no expansion of the use. The action proposed herein will consist of minor physical work to remove obsolete parking meter equipment and replacement with new technology in a programmatic fashion throughout the City and over a one-year period. There are no exceptions to the use of an exemption identified in

Section 15300.2 of the State CEQA Guidelines that apply to the project. There are no features that distinguish the project from others in the exempt class and, therefore, there are no unusual circumstances. Accordingly, no further CEQA review is required for this activity.

FISCAL IMPACT:

This action costs \$5,716,140 for the procurement of new pay-by-plate parking pay stations, upgrading existing equipment, eight years of software fees for each unit, ongoing equipment maintenance for seven years after the initial year, and includes a contingency of \$452,596, which will primarily be used for spare parts as well as additional pay stations, should more be needed.

Total loans in the amount of \$900,000 made to the Playhouse Parking Meter Fund (Fund 229) by the Old Pasadena Parking Meter Fund (Fund 213) for \$550,000 and the Civic Center Meter Fund (Fund 214) for \$350,000 will be paid with interest. The term of the loans will be three years with an option for early repayment and will accrue interest at an annual rate of 4%. Repayment will begin in fiscal year 2025. It is estimated that the paid parking program facilitated by loans to the Playhouse Parking meter fund will increase meter revenue in the Playhouse Parking meter fund by an estimated \$750,000 in FY 2025, and up to \$1,600,000 in subsequent years.

This action will have a General Fund impact of \$78,451 for the duration of the eight-year contract, which will fund the upgrades, software fees, and warranty of the pay stations used for the Temporary Overnight and Daytime Parking Exemption permits. The costs will be offset by the revenues from the Temporary Overnight and Daytime permits purchased at the kiosks as most of these units are not within the boundaries of a parking meter district.

In addition to the requested loans, the contract award requires appropriations to the Department of Transportation's FY25 operating budget utilizing existing fund balance from the Meter Funds as depicted in the following table. The appropriations are included in the FY 2025 Recommended Budget for City Council adoption.

Eight-Year Contract with Cale America Inc. dba Flowbird			
Contract Cost Allocations	Accounts	Total Contract Amount	FY 2025 Allocation for Meter Purchase
Temporary Overnight & Daytime Parking Exemption Kiosks (General Fund)	10124006	78,451	30,823
Old Pasadena	21324013	2,468,081	1,213,877
Civic Center	21424014	994,957	455,173
Shoppers Lane	21724011	183,053	71,921
West Gateway	22524015	89,036	41,408
Playhouse*	22924017	1,533,809	836,885
South Lake	23224016	329,527	131,077
Playhouse/Madison Lot	40724019	26,151	10,275
Union/El Molino Lot	40724020	13,075	5,137
Total		\$ 5,716,140	\$ 2,796,576

*FY 2025 Allocation includes an additional \$81,000 for meter signage to be installed in Playhouse District by Public Works

Funding for the maintenance and software fees will be programmed into future years' operating budgets as part of the annual budget process also using the appropriate Meter Funds. City staffing associated with maintenance, collections, operations, and administration of the new on-street parking meters will utilize existing funding currently assigned to these tasks within the Department's operating budget.

Respectfully submitted,



 JOAQUIN T. SIQUES
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