



# City Council Memorandum

*City of Arts & Innovation*

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**TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 22, 2018**

**FROM: PUBLIC WORKS DEPARTMENT WARD: 1**

**SUBJECT: RFP NO. 1706 FOR PARKING MANAGEMENT SERVICES - SERVICES AGREEMENT WITH REPUBLIC PARKING SYSTEM, LLC, OF CHATTANOOGA, TENNESSEE, FOR A THREE-YEAR PERIOD WITH TWO OPTIONAL TWO YEAR EXTENSIONS, IN THE AMOUNT OF \$4,611,554 AND CHANGE ORDER AUTHORITY FOR 10%, FOR A TOTAL CONTRACT AMOUNT OF \$5,072,079**

## **ISSUES:**

Approve a Services Agreement from RFP No. 1706 for Parking Management Services with Republic Parking System, LLC, Chattanooga, Tennessee, for a three-year period with two optional two-year extensions, in the amount of \$4,611,554 and authorize change order authority up to 10% (\$461,155) for a total amount of \$5,072,079.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve a Services Agreement from RFP No 1706 for Parking Management Services with Republic Parking System, LLC, Chattanooga, Tennessee, in the amount of \$4,611,554 for a three-year period with two optional two-year extensions;
2. Authorize change order authority up to 10% or \$461,155 of the total contract for additional maintenance and services due to unforeseen conditions; and
3. Authorize the City Manager, or his designee, to execute the Service Agreement with Republic Parking System, LLC, including making any minor non-substantive changes.

## **BACKGROUND:**

On May 24, 2011, the City Council approved a five-year parking management services agreement with Central Parking System, Inc. (CPS). The five year agreement expired on June 30, 2016 and the City opted to extend the CPS agreement for two additional years ending June 30, 2018.

To ensure the City of Riverside has the highest quality and most cost-effective solution for parking management services, the City of Riverside issued RFP No. 1706 for Parking Management Services on October 12, 2017, to manage and maintain five (5) parking structures, eighteen (18) surface parking lots, and a metered parking area that serve businesses and mixed-use

developments in downtown Riverside.

Seven (7) proposals were received and a three (3) member selection committee was assembled representing downtown stakeholders and program administration.

The selection committee reviewed each proposal for completeness, thorough understanding of the scope of services, overall company capability, company qualifications, cost proposal, experience with equipment, responsive customer service and proven track record to offer innovative solutions for current and future needs.

Following the review of proposals, all seven (7) firms were invited to make an oral presentation. Interviews were conducted on January 9, 2018, followed by a question and answer session with the selection committee. Each committee member scored all seven (7) written proposals and oral presentations. The committee submitted their individual scores to the city's Purchasing Department which then calculated a cumulative score for each of the seven (7) proposals. Based on the cumulative score, Republic Parking System, LLC (RPS) ranked as the best qualified to meet the City's parking management service requirements.

## **DISCUSSION:**

RPS has extensive municipal parking management experience and currently manages parking facilities for dozens of municipalities and states across the country. Highlighted services provided to the City of Riverside include:

### Core Services:

1. Fully responsible for daily operation and staffing of appointed City-owned parking facilities
2. Provide useful management reports/analyses and recommend problem resolution for overall efficiency of parking facilities
3. Improve level of services in the areas of – customer service, revenue control and enhancement, and holiday/peak period satisfaction
4. Accounting and cash controls – Cash handling procedures and audit reports
5. Off Street operations – Facility cleaning/maintenance, inspections, and security
6. On Street operations – Equipment maintenance and collection procedures

### Opportunities/Enhanced Services:

1. Visitor and tenant amenities – Maps to promote downtown events/activities
2. Revenue enhancement opportunities – Best practices, event and timed parking
3. Branding parking program opportunities - Web marketing, signage unique and identifiable to Riverside
4. Rate recommendations opportunities – Rate survey, market and industry trends, analysis with supporting documentation

The proposed agreement is comprised of Fixed Fees (salaries and benefits, uniforms, technical support, and a management fee) and Operating Costs (examples include facility cleaning and maintenance, utilities, banking fees, security, special event staffing, signage and line striping, and meter maintenance/repair). The term of the agreement is for three (3) years beginning July 1, 2018, ending June 30, 2021 with the option for two (2) additional two-year extensions, for a total contract length not to exceed seven (7) years.

If, during the course of the contract, additional repairs, maintenance or other services are deemed necessary, the Public Works Department is requesting change order authority up to 10% of the total three-year contract (\$461,155). With recent unplanned repairs estimated at more than \$250,000, staff feels that this is an appropriate amount that will offset any future major repairs.

The Purchasing Manager concurs that the recommended action to award complies with Purchasing Resolution 23256.

**FISCAL IMPACT:**

The cost for parking management services is as follows:

- Year 1 - \$1,518,052
- Year 2 - \$1,510,774
- Year 3 - \$1,582,728
- 10% Contingency – \$461,155

Sufficient funds are have been requested in the FY 2018-20 two year budget in the Parking Services, Professional Services account number 4150000-421002. Appropriations for future fiscal years will be included in the Public Works Department’s Budget submissions for those fiscal years to be presented to the City Council for approval

Prepared by: Kris Martinez, Public Works Director  
Certified as to  
availability of funds: Adam Raymond, Chief Financial Officer/City Treasurer  
Approved by: Al Zelinka, FAICP, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney

**Attachments:**

1. Agreement with Republic Parking Services, LLC Presentation
2. Bid Recommendation
3. Presentation