



City Council

Approval of Parking Meter Vendor Selection and Purchase and Service Contract

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Agenda Item:

Approval of Parking Meter Vendor Selection and Purchase and Service Contract

Issue:

Whether to approve the Parking Meter Selection Committee's recommendation of IPS Group as the successful respondent to the request for proposals and to move forward with purchase and service contract.

Committee Recommendation:

A Credit Card Parking Meter Selection Committee consisting of Councilmember Roe, key staff members and representatives from the PBI and ODA was formed. The committee unanimously recommends that the City move forward with contracting with the IPS Group.

City Manager's Recommendation:

Move to approve the purchase of parking meters from the IPS Group (including on-going licensing and credit card transaction services), and authorize the City Manager to sign the contract.

Staff Contact:

Karen Kenneson, Business Manager, Community Planning and Development, 360.753.8277

Presenters:

None - Consent Calendar item

Background and Analysis:

In November, 2012, City Council directed staff to move forward with a project to replace the 50 multi-space pay and display parking pay stations in the downtown core with single-space credit card capable parking meters. Since that time, staff has completed a Request for Proposals process, which is summarized below:

- March 7, 2013: Request for Proposals (RFP) issued
- March 28, 2013: RFP closed
- April 12, 2013: Selection Committee selected Duncan and IPS to move to Step Two
- May 8 - June 10, 2013: Step Two - Field Demonstration
- June 11, 2013: Selection Committee unanimously voted to select IPS Group

A Selection Committee made up of City Staff and representation from City Council, the Olympia Downtown Association (ODA) and the Parking Business Improvement Area (PBI), reviewed the proposals and scored

them on the following criteria:

- How well respondent met the general technical specifications in the RFP,
- How well the respondent met the communication and programming specifications in the RFP,
- Respondent's training and support plan and hours and availability of customer service,
- Respondent's qualifications and references, and;
- Cost proposal.

The top two scoring respondents moved forward to Step Two, the field demonstration phase. We tested ten meters from each of the two respondents in four high-traffic locations downtown. During this time we surveyed customers, businesses and staff to score the meters on the following criteria:

- Usability (how easy the meters were to use and understand),
- Reliability (how well the meters functioned and if there were issues),
- Ease of maintenance and programmability; and
- Functionality of accompanying software system.

The Selection Committee then reviewed the top two respondents based on the original proposals submitted and data collected during the field demonstration. IPS Group scored the highest overall and is the Committee's recommendation.

Project Timeline:

July - Equipment purchase and service contract

July - Construction bid/ad/award process

August - Construction begins

September - Project completion

Neighborhood/Community Interests:

Parking Services will utilize Twitter, the City's website, signage, and door-to-door visits with area businesses to communicate the construction schedule and impacts.

Options:

1. Approve Selection Committee's recommendation of a credit card parking meter vendor and the purchase and service contract.
2. Do not approve the Selection Committee's recommendation and the purchase and service contract and keep existing meters or provide staff direction for additional research and/or testing.

Financial Impact:

This award is for the purchase of credit card enabled single space meters and associated shipping charges and taxes, removal of existing pay stations, and ongoing data and system management fees.

Capital Cost of Meters: \$217,000, which includes the \$16,500 discount for refurbished meter housings, \$62,500 pay station surplus credit, the purchase of yokes and security sleeves, training, shipping and sales tax at 8.8%.

The Public Works contract for the construction portion of the project will be managed separately by the City's Public Works Department. The Engineer's estimate of construction is \$205,000. Total project costs, which also include contingency and City costs (including five years of service fees), are estimated at approximately \$611,000. Funding for this project is from the Parking Management Account. There are sufficient funds in the account for this project.